



# Board of Supervisors Health and Mental Health Cluster Agenda Review Meeting

**DATE:** March 26, 2025

**TIME:** 9:30 a.m. – 11:30 a.m.

**MEETING CHAIR:** Tyler Cash, 5<sup>th</sup> Supervisorial District

**CEO MEETING FACILITATOR:** Jack Arutyunyan

**THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055**

To participate in the meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012  
Room 140

To participate in the meeting virtually, please call teleconference number:

1 (323) 776-6996 and enter the following: 880 681 649# or [Click here to join the meeting](#)

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to [ClusterAccommodationRequest@bos.lacounty.gov](mailto:ClusterAccommodationRequest@bos.lacounty.gov)

Members of the Public may address the Health and Mental Health Services Meeting on any agenda item. Two (2) minutes are allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL \*6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

- I. Call to order
- II. **Information Item(s) (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):**
  - a. **DPH:** Approve the Temporary Reinstatement of a Retired County Employee as a 120-Day Temporary Employee for the Department of Public Health - Oral Health Program (#08068)

- b. DPH:** Authorization to Accept and Sign a Grant Agreement and Future Grant Agreements and/or Amendments from the California Office of Traffic Safety for the Child Passenger Safety Program (#08011)

III. **Board Motion(s):**

- a. SD4:** Catalina Island Health-Preserving Los Angeles County's Only Critical Access Hospital

IV. **Presentation Item(s):**

- a. DPW/DHS:** Olive View-UCLA Medical Center Ventilation Upgrade Project– Approve the project, project budget, and related appropriation adjustment; adopt plans and specifications; advertise for construction bids; and authorize the award of the construction contract.

V. Items Continued from a Previous Meeting of the Board of Supervisors or from the Previous Agenda Review Meeting

VI. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda.

VII. Public Comment

VIII. Adjournment

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE HEALTH AND MENTAL HEALTH SERVICES CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

**HEALTH\_AND\_MENTAL\_HEALTH\_SERVICES@CEO.LACOUNTY.GOV**

# BOARD LETTER/MEMO CLUSTER FACT SHEET

# DRAFT

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	4/15/2025	
BOARD MEETING DATE	3/26/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
DEPARTMENT(S)	Public Health	
SUBJECT	APPROVE THE TEMPORARY REINSTATEMENT OF A RETIRED COUNTY EMPLOYEE AS A 120-DAY TEMPORARY EMPLOYEE FOR THE DEPARTMENT OF PUBLIC HEALTH – ORAL HEALTH PROGRAM	
PROGRAM	Oral Health Program (OHP)	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
DEADLINES/ TIME CONSTRAINTS	OHP must meet key grant deliverables to the State in order to maintain funding.	
COST & FUNDING	Total cost: \$114,900 (allowable max)	Funding source: Proposition 56, California Healthcare, Research and Prevention Tax Act of 2016 grant
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	Approve the request of the Director of the Department of Public Health (Public Health), or designee, to allow Dr. Cabezas to be reinstated as a part-time Dental Specialist (Item # 4767N) effective date of Board approval, at a salary level commensurate with the assignment, for up to 960 total hours of work in a fiscal year, and waive the required 180-day waiting period following the date of her retirement.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The timely return of Dr. Cabezas as a part-time Dental Specialist will ensure the continuity of the Smile Survey efforts, critical MOU development, and the KOHA mandate. Dr. Cabezas has over 32 years of experience serving vulnerable residents in the County and was a full-time credentialed Dental Director II for more than 12 years. She provided clinical assessments, data analysis, policy and program development, team leadership, and external stakeholder coordination in her role. Dr. Cabezas secured the initial grant for the OHP, built the program from the ground up, and successfully completed its second five-year renewal. She has proven to be a crucial asset to Public Health and the County.	
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: Act urgently and boldly to achieve tangible results; Intervene early and emphasize long-term prevention.	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how:	

	North Star 1, Make investments that transform lives through focus area goal of Healthy Individuals & Families; and North Star 2, Foster vibrant and resilient communities through focus area goal of Public Health, of the County's Strategic Plan.
<b>DEPARTMENTAL CONTACTS</b>	<p>Name, Title, Phone # &amp; Email:  Joshua Bobrowsky, Director Government Affairs, Public Health (213) 288-7871  <a href="mailto:jbobrowsky@ph.lacounty.gov">jbobrowsky@ph.lacounty.gov</a></p> <p>Naman Shah MD, PhD, Director of Medical and Dental Affairs, Public Health, (213) 288-8582  <a href="mailto:nshah@ph.lacounty.gov">nshah@ph.lacounty.gov</a></p>

Rev. 10/22/2024



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

**ANISH P. MAHAJAN, M.D., M.S., M.P.H.**  
Chief Deputy Director

313 North Figueroa Street, Suite 806  
Los Angeles, CA 90012  
TEL (213) 288-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

April 15, 2025

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

Dear Supervisors:

**APPROVE THE TEMPORARY REINSTATEMENT OF A RETIRED COUNTY  
EMPLOYEE AS A 120-DAY TEMPORARY EMPLOYEE FOR  
THE DEPARTMENT OF PUBLIC HEALTH – ORAL HEALTH PROGRAM  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval for the return of retiree Maritza Cabezas, DDS, MPH, as a 120-day retiree, to continue playing a crucial role in providing critical support to the Department of Public Health's Oral Health Program, and waive the required 180-day wait period following the date of her retirement.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that, as a result of Dr. Cabezas's retirement on, March 29, 2025, it will be critically necessary to address key grant deliverables for the Oral Health Program (OHP) and that she is uniquely qualified to assure the coordination and completion of these key dental public health activities.
2. Approve the request of the Director of the Department of Public Health (Public Health), or designee, to allow Dr. Cabezas to be reinstated as a 120-day retiree, as a part-time Dental Specialist (Item #4767N) effective date of Board approval, at a salary level commensurate with the assignment, for up to 960 total hours of



**BOARD OF SUPERVISORS**

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Third District

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Fourth District

**Kathryn Barger**  
Fifth District

work in a fiscal year, and waive the required 180-day waiting period following the date of her retirement.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Under the California Public Employees' Pension Reform Act of 2013 (PEPRA), a person who retires from the County of Los Angeles (County) may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system before a period of 180 days following the date of retirement, as long as Public Health can certify that it is necessary to fill a critical position and the hiring is approved by the Board of Supervisors in a public meeting. Public Health has determined it is necessary to fill this critical position and the recommended actions will satisfy these requirements under PEPRA.

The OHP strives to reduce disparities in oral health while improving overall health status. The goal of the program is to reduce the burden of oral disease, especially among vulnerable populations, through collaborative partnerships that improve awareness about healthy habits, increase access to preventive dental care services, and advance evidence-based best practices. Public Health OHP receives grant funds from the California Department of Public Health (CDPH) through Proposition 56, the California Healthcare, Research and Prevention Tax Act of 2016.

To monitor the burden of dental disease and identify inequities, the CDPH Office of Oral Health (OOH) assesses California's children every five years using a protocol referred to as the Smile Survey. The CDPH OOH collects data for all regions of the State except in Los Angeles County, where the responsibility falls on Public Health OHP as part of an agreement with the State to receive CDPH Prop 56 funding. Dr. Cabezas will be instrumental in the completion of the Smile Survey 2025 as her experience overseeing the prior 2020 Smile Survey will help to ensure that the report is complete, accurate, and meets all grant requirements.

Another key goal for the OHP is implementing the Kindergarten Oral Health Assessment (KOHA) at schools with the greatest number of low-income children, also known as "priority schools." OHP staff are implementing KOHA on-site at priority schools as well as collaborating with local stakeholders to provide screenings. The OHP has several memoranda of understanding (MOU) currently in place with priority schools and school districts implementing KOHA, with future plans for more partnerships. Under Dr. Cabezas's leadership, and with the support of the State Proposition 56 Oral Health grant, the OHP has built a robust infrastructure to ensure the capacity to plan, implement, assess, and evaluate a comprehensive KOHA program. Dr. Cabezas has built strong relationships with community partners, dental providers, dental clinics, and grass roots organizations. Her extensive network of stakeholders will assist the OHP in continuing to connect with additional oral health providers to promote educational awareness of KOHA and implement on-site KOHA screenings.

The timely return of Dr. Cabezas as a part-time Dental Specialist will ensure the continuity of the Smile Survey efforts, critical MOU development, and the KOHA mandate. Dr. Cabezas has over 32 years of experience serving vulnerable residents in the County and was a full-time credentialed Dental Director II for more than 12 years. She provided clinical assessments, data analysis, policy and program development, team leadership, and external stakeholder coordination in her role. Dr. Cabezas secured the initial grant for the OHP, built the program from the ground up, and successfully completed its second five-year renewal. She has proven to be a crucial asset to Public Health and the County.

### **Implementation of Strategic Plan Goals**

The recommended actions support: North Star 1, Make investments that transform lives with a focus area goal of Healthy Individuals & Families; and North Star 2, Foster vibrant and resilient communities with a focus area goal of Public Health, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The cost of the recommended actions will be absorbed within Public Health's existing funds from Proposition 56, the California Healthcare, Research and Prevention Tax Act of 2016.

There is no net County cost associated with this action.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended actions are compliant with PEPRA.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Implementation of the recommendations will ensure that Public Health has the capacity to successfully complete the Smile Survey 2025 and fulfill the KOHA mandate, both of which are key requirements under our grant from the State. The goals of the Smile Survey 2025 and KOHA are to help diminish disparities in oral health, reduce the health burden of oral disease, particularly among school-age children, and connect children to a dental home.

Respectfully submitted,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

The Honorable Board of Supervisors  
April 15, 2025  
Page 4

BF:jb  
#08068

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Department of Human Resources  
LACERA



# BOARD LETTER/MEMO CLUSTER FACT SHEET

# DRAFT

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	3/26/2025			
BOARD MEETING DATE	4/15/2025			
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>			
DEPARTMENT(S)	Public Health			
SUBJECT	Request authorization to accept and sign grant agreement and future grant awards and/or amendments from the California Office of Traffic Safety (OTS) for the Child Passenger Safety (CPS) Program.			
PROGRAM	CHRONIC DISEASE AND INJURY PREVENTION SERVICES (CDIP)			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>			
DEADLINES/ TIME CONSTRAINTS	None			
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$520,000</td> <td>Funding source: OTS</td> </tr> </table>		Total cost: \$520,000	Funding source: OTS
Total cost: \$520,000	Funding source: OTS			
	TERMS (if applicable): October 1, 2024, Upon execution through September 30, 2025			
	Explanation: Funds will support expenditures associated with personnel, operating expenses, contractual costs, and indirect costs. There is no net County cost associated with this action.			
PURPOSE OF REQUEST	Authorize, to accept and sign grant agreement number OP25007 and future grant awards and/or amendments from the OTS to support the CPS Program.			
BACKGROUND (include internal/external issues that may exist including any related motions)	<p>Since 2015, Public Health has received recurring funding from OTS to support the CPS Program. On November 18, 2024, Public Health's Division of Chronic Disease and Injury Prevention (CDIP) received its annual grant agreement from OTS to support CPS program activities for FY 24-25. In preparation of grant execution, Public Health is presently engaged in program planning work to carry out grant activities and deliverables upon acceptance of funds.</p> <p>Public Health will continue to utilize funding to provide community-focused child passenger safety education to Los Angeles County residents, especially as it relates to child safety seat usage. 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. Efforts will be conducted in</p>			

	underserved communities and coordinated in collaboration with community-based organizations.
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Priority 2: Health Integration. Public Health works with other County Departments on the promotion of child safety and prevention of death and injuries on children.
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Joshua Bobrowsky, Public Health Director Government Affairs, (213) 288-7871 <a href="mailto:jbobrowsky@ph.lacounty.gov">jbobrowsky@ph.lacounty.gov</a> Dr. Tony Kuo, Division of Chronic Disease & Injury Prevention, (213) 351-7341 <a href="mailto:tkuo@ph.lacounty.gov">tkuo@ph.lacounty.gov</a> Emily Issa, Senior Deputy County Counsel, (213) 974-1827 <a href="mailto:Elssa@counsel.lacounty.gov">Elssa@counsel.lacounty.gov</a>



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Director

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Fifth District

**DRAFT**

April 15, 2025

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

Dear Supervisors:

**AUTHORIZATION TO ACCEPT AND SIGN A GRANT AGREEMENT  
AND FUTURE GRANT AGREEMENTS AND/OR AMENDMENTS FROM  
THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FOR THE CHILD  
PASSENGER SAFETY PROGRAM  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Provide authorization to accept and sign a grant agreement and future grants and/or amendments from the California Office of Traffic Safety for the Child Passenger Safety Program.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to accept and sign Grant Agreement Number OP25007 (Exhibit I) from the California Office of Traffic Safety (OTS), Assistance Listing Number 20.616, for the Child Passenger Safety (CPS) Program in the amount of \$520,000, effective upon execution through September 30, 2025. The general terms and conditions that are incorporated into the Grant include provisions requiring the County to indemnify the State for claims and losses resulting in the performance of this agreement.

2. Delegate authority to the Director of Public Health, or designee, to accept and sign future grant agreements and/or amendments that are consistent with the requirements of the OTS grant agreement referenced above that extend the funding period at amounts to be determined by OTS; and/or provide an increase or decrease in funding, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.
3. Delegate authority to the Director of Public Health, or designee, to accept future amendments that are consistent with the requirements of the OTS grant agreement referenced above that reflect non-material and/or ministerial revisions to the agreement's terms and conditions and allow for the rollover of unspent funds and/or redirection of funds, subject to review and approval by County Counsel.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of Recommendation 1 will allow Public Health to accept Grant Agreement Number OP25007 from OTS to continue its support and implementation of the CPS program. Through the CPS program, Public Health will continue efforts to provide community-focused child passenger safety education to Los Angeles County (LAC) residents, especially as it relates to child safety seat usage. The CPS program will continue implementation of best practice strategies to reduce the number of persons killed and injured in crashes involving children under the age of eight years old that include: 1) education; 2) child safety seat check-ups; 3) outreach at community events; 4) presentations; and 5) training. Efforts are conducted in underserved communities and coordinated in collaboration with community-based organizations and other County departments.

Approval of Recommendation 2 will allow Public Health to accept future grant agreements and/or amendments that are consistent with the requirements of the OTS grant agreement that extend the funding periods and/or provide an increase or decrease in funding. This authority is being requested to enhance Public Health's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

Approval of Recommendation 3 will allow Public Health to accept future amendments that are consistent with the requirements of the OTS grant agreement to reflect non-material and/or ministerial revisions to the agreement's terms and conditions, and rollover unspent funds, and/or redirect funds. Based on past experiences with OTS, iterative refinements and updates to the timeline of the grant are expected.

### **Implementation of Strategic Plan Goals**

The recommended actions support North Star 1 A: Healthy Individuals and Families. Strategy ii. Improve Health Outcomes of the County's Strategic Plan.

**FISCAL IMPACT/FINANCING**

Public Health will accept Grant Agreement Number OP25007 from the OTS in the amount of \$520,000, for the period of October 1, 2024, through September 30, 2025. Funds will support expenditures associated with personnel, operating expenses, contractual costs, and indirect costs.

There is no net County cost associated with this action.

Funding is included in Public Health's fiscal year (FY) 2024-25 Final Adopted Budget and will be requested in future FYs, as necessary.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On November 18, 2024, Public Health's Division of Chronic Disease and Injury Prevention received the grant agreement from OTS to support the CPS program. Public Health proposes to utilize funding to provide community-focused child passenger safety education to residents in LAC.

Exhibit I is the OTS Grant Agreement Number OP25007.

County Counsel has reviewed and approved Exhibit I as to form.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow Public Health to accept funds from the OTS to provide community-focused child passenger safety education to underserved communities, in efforts of reducing the number of children under the age of eight years old killed and injured in crashes in LAC.

Respectfully submitted,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

BF:mz  
#08011

Enclosure (1)

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

## GRANT AGREEMENT

OP25007

<b>1. GRANT TITLE</b> <b>Child Passenger Safety Program</b>	
<b>2. NAME OF AGENCY</b> <b>Los Angeles County</b>	<b>3. Grant Period</b> From: 10/01/2024 To: 09/30/2025
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>Los Angeles County Public Health Department</b>	
<b>5. GRANT DESCRIPTION</b> 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.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$520,000.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"><li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li><li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li><li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li><li>• Exhibit A – Certifications and Assurances</li><li>• Exhibit B* – OTS Grant Program Manual</li><li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li></ul> <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: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</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>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Tony Kuo TITLE: Director, Division of Chronic Disease & Injury Prevention EMAIL: tkuo@ph.lacounty.gov PHONE: (213) 351-7341 ADDRESS: (213) 351-7341 3530 Wilshire Blvd, 8th Floor Los Angeles, CA 90010  _____ (Signature) (Date)	<b>B. AUTHORIZING OFFICIAL</b> NAME: Barbara Ferrer TITLE: Director, Department of Public Health EMAIL: bferrer@ph.lacounty.gov PHONE: (213) 240-8117 ADDRESS: 313 N. Figueroa Street, Room 806 Los Angeles, CA 90012  _____ (Signature) (Date)
<b>C. FISCAL OFFICIAL</b> NAME: Noelene Kao TITLE: Finance Manager EMAIL: nkao@ph.lacounty.gov PHONE: (213) 379-3627 ADDRESS: 5555 Ferguson Drive, Room 100.50 Los Angeles, CA 90022  _____ (Signature) (Date)	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758  _____ (Signature) (Date)

<p><b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b></p> <p>NAME: Carolyn Vu</p> <p>ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p><b>9. SAM INFORMATION</b></p> <p>SAM #: DN3NGS58SMT9</p> <p>REGISTERED ADDRESS: 5555 Ferguson Drive, Suite 100-50 CITY: Commerce ZIP+4: 90022-5133</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405b OP-	20.616	0521-0890-101	2023	12/23	BA/23	\$111,952.00
405b OP-25	20.616	0521-0890-101	2024	22/24	BA/24	\$408,048.00
				<b>AGREEMENT TOTAL</b>		<b>\$520,000.00</b>
				AMOUNT ENCUMBERED BY THIS DOCUMENT		<b>\$520,000.00</b>
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		<b>\$ 0.00</b>
				TOTAL AMOUNT ENCUMBERED TO DATE		<b>\$520,000.00</b>
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

## 1. PROBLEM STATEMENT

California is becoming the fourth largest economy in the world. As media, trade, and tourism drive our state's economy we need safe transportation and roadways to get people to where they need to be. The Infrastructure Investment and Jobs Act has spread funding for infrastructure projects all around our nation, and people have seen the benefits of it in our state. It is providing programming at a scale not seen before and allows funded projects to rebuild and reimagine how communities should safely live. This is motivating news to our sector, as our state alone accounts for 10 percent of the traffic fatalities in the United States in 2016 (California Statewide Crash Overview, 2020-24 Strategic Highway Safety Plan).

Los Angeles County makes up 51 percent of the state's population at 9,943,000 (census.gov) and accounts for 49 percent of the fatal and serious injury crashes (California Statewide Crash Overview, 2020-24 Strategic Highway Safety Plan). For Los Angeles County, the Transportation Injury Mapping System (TIMS) reported 40,669 motor vehicle crashes in 2021 (one every 12 minutes); of these, 840 crashes were fatal, 27 of them were children under the age of 8. While every car crash is unique and the circumstances leading up to the situation vary depending on multiple factors, our Department of Public Health, Division of Chronic Disease and Injury Prevention (CDIP) recognizes that one crash fatality is one too many. As such, it has launched and currently leads our County of Los Angeles' Vision Zero initiative, an effort that aligns with the Safe Systems approach to road safety endorsed by traffic safety experts. By moving beyond simply changing individual behavior and recognizing that we have a societal responsibility to put safe systems in place for all road users, we are working with our Department of Public Works on a comprehensive approach to reducing traffic crashes, injuries, and deaths. For example, Public Works is working to make infrastructure improvements while our Division, CDIP, focuses on the role of educating and facilitating behavioral safety.

While we are on our ninth year of providing community-focused child passenger safety education to county residents, during this cycle, we are formally beginning our efforts to provide resources to families with special needs children; this is among the key feature we are introducing into our program. The Centers for Disease Control and Prevention estimates that one of six children aged 3 through 17 (17 percent) have one or more developmental disabilities (e.g., physical, learning, language, or behavior). Children with special health care needs make up 15 percent of this population in Los Angeles County (Los Angeles County Department of Health Services, Public Health, Children with Special Health Care Needs, LA Health, June 2005). Of these children, 10.2 percent are less than 5 years of age, while 15.4 percent are 6-11 years old. For this group, there has been no reliable child passenger safety resource available for use, up to this point. Most of the time, commercial car seats are usable but medically fragile children often need more specialized seats that cost more and are limited in production.

## 2. PERFORMANCE MEASURES

### A. Goals:

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

### B. Objectives:

1. Participate in National Child Passenger Safety Week and National Heatstroke Prevention Day.	<b>Target Number</b> 2
2. 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.	8
3. Conduct NHTSA Child Passenger Safety Technician Certification courses.	4



4. Certify, recertify or renew staff as NHTSA Child Passenger Safety Technicians.	45
5. Conduct child safety seat education classes with an effort to reach low-income residents, professionals transporting children, caregivers, and parents.	200
6. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	20
7. Distribute OTS funded child safety seats at no-cost to families in need who receive child safety seat education.	600
8. Purchase child safety seats.	600
9. Work closely with community-based organizations at both the neighborhood and community level with an effort to reach individuals.	8
10. Conduct individual child safety seat checkup by appointment to promote correct usage, with an effort to reach parents or caregivers. Car seat checkers must be NHTSA-Certified Child Passenger Safety Technicians (CPST).	12
11. Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.	4
12. Execute subcontracts referenced in the budget. Prior to finalizing the subcontract, grantee should work with the OTS to ensure all costs in the sub contract are allowable. Upon execution of subcontract, upload a copy of the subcontract and request a revision to the grant budget to add new budget line items for associated costs under contractual services. If not yet executed, provide ETA.	1
13. Conduct a two-day Safe Travel for All Children (STAC) enrichment course for CPSTs interested in learning more about special needs transportation.	1
14. Conduct a one-day 6-CEU course with an effort to educate 80 CPSTs.	1
15. Conduct paid social media and other media posts to reach target audiences. All content requires OTS approval.	1
16. Establish new car seat fitting stations.	3
17. Host one-day car seat fitting stations in Los Angeles County with the support of CPS program staff.	15
18. Issue a press release announcing the kick-off of the grant within 10 days after the grant is executed. 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 7 days prior to the issuance date of the release.	1

### 3. METHOD OF PROCEDURE

#### A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)

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

#### Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant within 10 days after the grant is executed. 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 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

#### Phase 1 - Program Preparation Addendum

- Finalize MOU with agencies that want to have permanent fitting stations.
- Purchase car seats.
- Continue paperwork to create contract with UCLA-Harbor Medical Center for adaptive car seat loaner program.
- Purchase Samsung tablets.
- Find/secure three locations for CPST certification class.
- Secure a date and location for an all-day 6 CEU mini conference. Start contacting speakers.
- Find six organizations to see if they are interested in hosting a community car seat checkup event at their location.

- On-going scheduling with DCFS for weekly CPS workshops social workers.
- Contact local agencies for possible health fair opportunities.
- Purchase supplies for community checkup events.

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

### **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](mailto:pio@ots.ca.gov) for approval and copy your OTS grant 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.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- 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 OTS grant 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](mailto:pio@ots.ca.gov) and your OTS grant 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](mailto:pio@ots.ca.gov) for approval and copy to your OTS grant 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 OTS grant 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](mailto:pio@ots.ca.gov) and your OTS grant 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](mailto: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](mailto:pio@ots.ca.gov) and copy your OTS grant 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 grant 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](mailto:pio@ots.ca.gov) and copy your OTS grant 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 OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

#### **Phase 2 - Program Operations Addendum**

- Eight agencies lead CPS workshops in English and Spanish.
- Program will lead CPST certification trainings.
- Program will work with coordinate a one-day 6 CEU regional conference.
- Program will work at health fairs/outreach events.
- Program will coordinate community car seat checkup events.
- Program will lead CPS workshops to DCFS social workers.
- Program will deliver car seats to agencies.
- Program will find new agencies to partner and lead CPS workshops in English and Spanish in areas not near the collaborative agencies.
- Establish special needs adaptive car seat hotline number for public.

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

1. Prepare and submit grant claim invoices (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.

#### **Phase 3 - Data Collection Addendum**

- Program will record/enter all pre/post surveys of CPS workshops into Excel file for review and quality control/assurance.
- Program will enter all community checkup forms onto National Digital Car Seat Check Form database.
- Program will report numbers of new techs added into the technician pool.

#### **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-25	20.616	Occupant Protection	\$520,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>				
<u><b>Straight Time</b></u>				\$0.00
<u><b>Overtime</b></u>				\$0.00
Category Sub-Total				\$0.00
<b>B. TRAVEL EXPENSES</b>				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
<b>C. CONTRACTUAL SERVICES</b>				
Temporary Personnel Organization (Months 1-2, \$37,448)	405b OP-25	\$0.00	1	\$0.00
> Research Analyst	405b OP-25	\$33.33	360	\$11,999.00
> Project Assistant	405b OP-25	\$18.14	360	\$6,530.00
> Research Analysts	405b OP-25	\$18.14	540	\$9,796.00
> Benefits - Temporary Personnel	405b OP-25	\$4,615.00	1	\$4,615.00
> In State Travel	405b OP-25	\$2,388.00	1	\$2,388.00
> Indirect Costs	405b OP-25	\$2,120.00	1	\$2,120.00
Temporary Personnel Organization (Months 3-12, \$355,542)	405b OP-25	\$355,542.00	1	\$355,542.00
Category Sub-Total				\$392,990.00
<b>D. EQUIPMENT</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>E. OTHER DIRECT COSTS</b>				
Storage	405b OP-25	\$7,000.00	1	\$7,000.00
CPS Instruction, Inspection and Training Supplies	405b OP-25	\$17,000.00	1	\$17,000.00
Child Safety Seats	405b OP-25	\$90.00	600	\$54,000.00
Computer or Tablet	405b OP-25	\$7,922.00	1	\$7,922.00
CPS Technician/Instructor Fees	405b OP-25	\$5,000.00	1	\$5,000.00

Meeting Support Costs	405b OP-25	\$15,000.00	1	\$15,000.00
Paid Social Media	405b OP-25	\$5,000.00	1	\$5,000.00
Translation Services	405b OP-25	\$16,088.00	1	\$16,088.00
Category Sub-Total				\$127,010.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$520,000.00</b>

**BUDGET NARRATIVE**

**PERSONNEL COSTS**

-

**TRAVEL EXPENSES**

-

**CONTRACTUAL SERVICES**

Temporary Personnel Organization (Months 1-2, \$37,448) - Los Angeles County Public Health Department will seek a contractor to assist with fulfilling the goals and objectives of this grant. Cost can include personnel, travel, and indirect cost if applicable. Prior to finalizing the subcontract, Los Angeles County Public Health Department should work with the OTS to ensure all costs in the subcontract are allowable. Upon execution of subcontract, a revision request and copy of the contract is required in order to include the associated costs of the contract in the OTS Grant so claiming to the grant can occur.

> Research Analyst - Temporary staff under the direction of the Program Manager. The Research Analyst will help meet research and evaluation needs of the Child Passenger Safety Program (CPS). The position will research the various types of CPS programming needs and analyze best practices to create a new special needs component for the county's CPS Program. Claim should reflect actual costs up to the rate specified.

1 Staff x 6.93 Hours/Week x 52 Weeks = 360 Units

> Project Assistant - Temporary staff under the direction of the Program Manager. The Research Analyst will help meet research and evaluation needs of the Child Passenger Safety Program (CPS). The position will research the various types of CPS programming needs and analyze best practices to create a new special needs component for the county's CPS Program. Claim should reflect actual costs up to the rate specified.

1 Staff x 6.93 Hours/Week x 52 Weeks = 360 Units

> Research Analysts - Temporary staff under the direction of the Program Manager. The Research Analysts will help meet research and evaluation needs of the Child Passenger Safety Program (CPS). The position will research the various types of CPS programming needs and analyze best practices to create a new special needs component for the county's CPS Program. Claim should reflect actual costs up to the rate specified.

1 Staff x 3.47 Hours/Week x 52 Weeks = 180 Units

> Benefits - Temporary Personnel - Claimed amounts must reflect actual benefit costs for straight time or overtime hours charged to the grant.

Temporary Fringe Benefits - 27.85%

Temporary Fringe Benefits (Part-time) - 13%

> In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the Lifesavers Conference on Roadway Safety. 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.

> Indirect Costs - 6% of Modified Total Direct Costs (Personnel and Travel)

Temporary Personnel Organization (Months 3-12, \$355,542) - Los Angeles County Public Health Department will seek a contractor to assist with fulfilling the goals and objectives of this grant. Cost can include personnel, travel, and indirect cost if applicable. Prior to finalizing the subcontract, Los Angeles County Public Health Department should work with the OTS to ensure all costs in the subcontract are allowable. Upon execution of subcontract, a revision request and copy of the contract is required in order to include the associated costs of the contract in the OTS Grant so claiming to the grant can occur.

<b>EQUIPMENT</b>
-
<b>OTHER DIRECT COSTS</b>
Storage - Secure offsite storage for grant-funded safety equipment and bulk materials which includes the purchase of 1 shipping storage container.
CPS Instruction, Inspection and Training Supplies - Supplies to conduct child passenger safety seat education, training and inspections at check-up events, classes and individual appointments. Costs may include LATCH manuals, demonstration dolls, traffic cones, pop-up tents, pool noodles, child safety seat clips, tote carriers, Personal Protective Equipment, and event signage. Costs may not include furniture such as but not limited to tables and chairs. Additional items may be purchased if approved by OTS.
Child Safety Seats - Average cost not to exceed \$125 per seat (including booster seats) including sales tax, shipping and handling. Seats to be distributed at no cost during CPS checkups, appointments, fitting stations and traffic safety presentations. Infant only seats are not an allowable expense.
Computer or Tablet - For use in tracking or conducting grant activities and producing required reports. Costs may include a desktop computer, monitor, laptop, tablet, printer, software and accessories. All purchases must be approved by OTS.
CPS Technician/Instructor Fees - Certification, recertification or renewal fees for technicians who successfully complete the NHTSA Child Passenger Safety Technician Certification or Renewal course or biennial requirements to re-certify.
Meeting Support Costs - Costs for meetings to disseminate traffic safety information. Costs may also include rental of meeting facilities, audio/visual equipment rental. Adequate records including an agenda must be maintained. All purchases must be approved by OTS.
Paid Social Media - Conduct paid social media posts to reach digital audiences. Paid social media posts should be part of a grant objective with goals for target audience reach. Use of funds for paid social media posts are not to be used in the development and design of content. All paid social media posts as part of a grant objective require prior approval before posting.
Translation Services - Costs to include hours dedicated to translation services for grant-funded educational material content. All costs claimed must be approved by OTS.
<b>INDIRECT COSTS</b>
-
<b>STATEMENTS/DISCLAIMERS</b>
There will be no program income generated from this grant.
Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.
Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.
Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

**Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

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**

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [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 all subrecipients as well as States)**

The State highway safety agency [and its subrecipients] 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);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *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* (preventing 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);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).



The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

## GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs;
  4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
  5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  1. Abide by the terms of the statement;
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
  1. Taking appropriate personnel action against such an employee, up to and including termination;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

**(applies to all 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 all 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-awards 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 all subrecipients as well as States)**

#### **INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

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

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS**

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

#### **INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

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

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS**

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

#### **BUY AMERICA**

**(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.

#### **CERTIFICATION ON CONFLICT OF INTEREST**

**(applies to subrecipients as well as States)**

#### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

## **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

## **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

**(applies to all 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](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://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.



April 08, 2025

**MOTION BY SUPERVISOR JANICE HAHN**

**Catalina Island Health: Preserving Los Angeles County's Only Critical Access Hospital**

In 1960, Catalina Island Health (CIH), then known as the Avalon Municipal Hospital, had a bed capacity of eight patients with six beds. Over the years, CIH, the only medical services provider on Catalina Island (Island), expanded to provide comprehensive medical care, including emergency medical care, to 4,000 residents and 1 million visitors and tourists a year. CIH mainly treats a large minority, low-income community who live on the Island, which is considered an AB 1550 Low-Income community and ranked the lowest in four of six indexes, including Cost of Living. Due to the hospital being on an island, CIH is both a federally and state recognized Critical Access Hospital (CAH) as it is the first to triage, assess, and stabilize a patient prior to their transport to another hospital off the island.

Like other rural hospitals, CIH has historically been a financially fragile medical institution, therefore, the closure of CIH would not only exacerbate local health inequities on the Island but would place an exorbitant financial burden on Los Angeles County (County). Without a hospital on the Island, the cost of providing off-island medical services and evacuations would cost the County an estimated \$14 million dollars a year through costs associated with aerial evacuation, workforce, infrastructure, on top of additional costs on the patient and the Medicare system through delayed reimbursements. There would also be a massive delay in treatment due to

MOTION

SOLIS

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BARGER

transportation accessibility and that delay in time could risk additional injury, harm, and even death to a patient.

Due to the current financial status of CIH, an immediate, one-time cash infusion is necessary before CIH's cashflow runs out in July of 2025, which will lead to an unprecedented, regionwide medical quagmire. Measure B, which was a special tax that voters supported in 2002, exists for the sole purpose of funding the Countywide System of Trauma Centers, Emergency Medical Services, and Bioterrorism Response. Allotting CIH one-time, available funding through Measure B must be considered and approved for utilization for the County's goal of health equity for its over 10 million residents and decrease additional burden on the County's fiscal and workforce resources.

Investing in Catalina Island Health, the County's only Critical Access Hospital, is not just a healthcare or budget decision; it is a public health imperative.

**I, THEREFORE, MOVE** that the Board of Supervisors:

1. Approve and authorize the Director of the Department of Health Services (DHS), or her designee, to allocate in Fiscal Year (FY) 2024-2025 \$3 million in one-time, available Measure B funding to be released to Catalina Island Health, to maintain emergency room operations and availability for specific, qualified Measure B purposes as allowable, and in consultation with County Counsel.
2. In furtherance of Directive 1:
  - a. Delegate authority to the Director of DHS, or her designee, to execute the necessary



agreements with CIH to include such approved funding for FY 2024-2025, provided that, such agreements contain all provisions necessary to comply with proper reporting, monitoring, and oversight of the use of Measure B funds. Such agreement(s) are subject to review and approval as to form by County Counsel, and to take all other necessary actions to disburse the funding to CIH; and

- b. Approve the attached appropriation adjustment to transfer \$3,000,000 in one-time funding from Appropriations for Contingencies to Private Facilities within the Measure B Special Revenue Fund Account and allow DHS to provide funding to CIH through an approved contract agreement, in order to maintain critical medical care and emergency services on the island.

# # #

JH:el

March 19, 2025

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

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 HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE  
FY 2024-25  
4 - VOTES

SOURCES		USES	
HEALTH SERVICES - MEASURE B SPECIAL TAX FUND BW9-3303 APPROPRIATIONS FOR CONTINGENCIES DECREASE APPROPRIATION		HEALTH SERVICES - MEASURE B - PRIVATE FACILITIES BW9-HS-2000-41010-41016 SERVICES & SUPPLIES INCREASE APPROPRIATION	
3,000,000		3,000,000	
SOURCES TOTAL		USES TOTAL	
\$ 3,000,000		\$ 3,000,000	

JUSTIFICATION

Reflects the transfer of \$3M in one-time funding from Appropriations for Contingencies to Measure B-Private Facilities within the Measure B Special Revenue Fund to support Catalina Island Health.

AUTHORIZED SIGNATURE ERIKA BONILLA, SENIOR MANAGER, CEO

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---	<input type="checkbox"/> ACTION	<input type="checkbox"/> APPROVED AS REQUESTED
	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> APPROVED AS REVISED
AUDITOR-CONTROLLER	BY	CHIEF EXECUTIVE OFFICER
B.A. NO.	DATE	DATE

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	3/26/2025		
<b>BOARD MEETING DATE</b>	4/15/2025		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input checked="" type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>		
<b>DEPARTMENT(S)</b>	Public Works		
<b>SUBJECT</b>	AAA CP Olive View-UCLA Medical Center Ventilation Upgrade Project		
<b>PROGRAM</b>	N/A		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A		
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, e-mail your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board letter.</b>		
<b>DEADLINES/ TIME CONSTRAINTS</b>	N/A		
<b>COST &amp; FUNDING</b>	Total cost: \$15,920,000		Funding source: Capital Project No. 8A099
	TERMS (if applicable): N/A		
	Explanation: N/A		
<b>PURPOSE OF REQUEST</b>	Public Works is seeking Board approval to establish and approve the project; associated appropriation adjustment; adopt plans and specifications, advertise for bids, and authorization to execute a construction contract for the Olive View-UCLA Medical Center Ventilation Upgrade Project.		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The ventilation upgrade project consists of the replacement of existing air handling coils at the Olive View-UCLA Medical Center Main Hospital.		
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: The project supports Board Priority No. 7, Sustainability by investing in County buildings to update and provide improved public services and workforce environments that will lead to increased productivity.		
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Vincent Yu, Deputy Director, (626) 458-4010, cell (626) 614-7217, <a href="mailto:vyu@pw.lacounty.gov">vyu@pw.lacounty.gov</a>		



MARK PESTRELLA, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE  
REFER TO FILE:

April 15, 2025

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

Dear Supervisors:

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
OLIVE VIEW-UCLA MEDICAL CENTER  
VENTILATION UPGRADE PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
ADOPT, ADVERTISE, AND AWARD  
CAPITAL PROJECT NO. 8A099  
FISCAL YEAR 2024-25  
(SUPERVISORIAL DISTRICT 3)  
(4-VOTES)**

**SUBJECT**

Public Works is seeking Board approval to establish and approve the proposed Olive View-UCLA Medical Center Ventilation Upgrade Project with a total budget of \$15,920,000; approve an appropriation adjustment; adopt plans and specifications; advertise for construction bids; and authorize the award of the construction contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed Olive View-UCLA Medical Center Ventilation Upgrade Project is exempt from the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.
2. Establish and approve the proposed Olive View-UCLA Medical Center Ventilation Upgrade Project, Capital Project No. 8A099, with a total project budget of \$15,920,000.
3. Approve the Fiscal Year 2024-25 appropriation adjustment to allocate \$5,317,000 from the Department of Health Services' Enterprise Fund Committed for

Department of Health Services to fund the estimated Fiscal Year 2024-25 expenditures for the Olive View-UCLA Medical Center Ventilation Upgrade Project, Capital Project No. 8A099.

4. Adopt plans and specifications that are on file with the Department of Public Works for the construction of the Olive View-UCLA Medical Center Ventilation Upgrade Project, Capital Project No. 8A099.
5. Instruct the Executive Officer of the Board to advertise the Ventilation Upgrade Project for Olive View-UCLA Medical Center for bids to be received and opened on May 29, 2025, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
6. Authorize the Director of Public Works or his designee to execute a consultant services agreement with the apparent lowest responsive and responsible bidder to prepare a baseline schedule for a \$2,000 not-to-exceed amount funded by the project funds.
7. Delegate authority to the Director of Public Works or his designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has timely prepared a satisfactory baseline construction schedule and satisfied all conditions for contract award. Upon such determination, authorize the Director of Public Works or his designee to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent lowest responsive and responsible bidder if the low bid can be awarded within the approved total budget, to establish the effective date of the contract upon receipt by the Department of Public Works of acceptable performance and payment bonds and evidence of required contractor insurance, and to take all other actions necessary and appropriate to deliver the project.
8. Delegate authority to the Director of Public Works or his designee to execute any easements, permits, and utility connection agreements necessary for the completion of the ventilation upgrade project provided that the costs related to these easements, permits, and agreements are included in the project budget.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommendations will find the Olive View-UCLA Medical Center Ventilation Upgrade Project, Capital Project No. 8A099, exempt from the California Environmental Quality Act (CEQA), approve an appropriation adjustment, adopt plans and specifications, advertise for construction bids, and authorize Public Works to award and execute a construction contract for the proposed ventilation upgrade project.

### **Background**

The Olive View-UCLA Medical Center is located at 14445 Olive View Drive in the Sylmar neighborhood of the City of Los Angeles and provides healthcare services to communities within the San Fernando Valley and North County area. The 6-story hospital facility was constructed more than 30 years ago and currently relies on its original heating, ventilation, and air conditioning system. There are 21 air handler heating and cooling coils, 8 are located in mechanical rooms on the 2nd Floor, and 13 in mechanical rooms on the 6th Floor. Each of the air handler heating and cooling coils has exceeded the useful service life expectancy and require replacement.

The objective of the ventilation upgrade project is to optimize the functionality and reliability of the heating and cooling systems in the Main Hospital. This project aligns with the commitment of maintaining a state-of-the-art healthcare facility by addressing the aging infrastructure and ensuring a conducive environment for patient care. To minimize the impact to the hospital, the replacement of the coils will be phased and include temporary measures to maintain the mechanical function of the facility.

Plans, specifications, and jurisdictional approvals have been completed, and it is recommended that the Board adopt and advertise plans and specifications for construction bids as required by the Public Contract Code.

In order to expedite construction, it is recommended that the Board authorize Public Works to award and execute a construction contract with the lowest responsive and responsible bidder if the low bid can be awarded within the Board-approved budget noted within Enclosure A.

The proposed consultant services agreement requires the apparent lowest responsive and responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule.

If approved, it is anticipated that construction of the proposed project will begin in June 2025 and be substantially completed in March 2027.

### **Implementation of Strategic Plan Goals**

These recommendations support the County Strategic Plan: North Star 1, Make Investments that Transform Lives, Focus Area Goal A, Healthy Individuals and Families, Strategy ii, Improve Health Outcomes, by promoting comprehensive and inclusive care through investments in public healthcare infrastructure that enhance the quality and delivery of healthcare services to Los Angeles County residents; and North Star 3, Realize Tomorrow's Government Today, Focus Area Goal F, Flexible and Efficient Infrastructure, Strategy ii, Modernize Infrastructure, by evaluating our current capital projects and identifying the need to replace or modernize legacy/obsolete infrastructure.

By investing in public healthcare infrastructure improvements, it will enhance the quality and delivery of healthcare services to the residents in the County of Los Angeles, in particular the North County region.

### **FISCAL IMPACT/FINANCING**

The total project budget for the project is estimated at \$15,920,000, which includes costs for construction, change order contingency, plans and specifications, permit fees, consultant services, inspection services, and County services. The Department of Health Services (DHS) has previously paid \$826,000 for predesign and design activities through the DHS operating budget.

Board approval of the Fiscal Year 2024-25 appropriation adjustment (Enclosure B) will allocate \$5,317,000 from the DHS' Enterprise Fund Committed for DHS to fund the projected Fiscal Year 2024-25 expenditures for project. DHS will provide funding in the future budget phases, as needed, to fully fund the remaining project budget. There is no net County cost impact associated with the recommendations.

#### **Operating Budget Impact**

Following completion of the project, DHS will request and fund the associated ongoing annual maintenance and operational costs, as needed, with departmental resources in future budget phases.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Board's Civic Arts Policy amended on August 4, 2020, requires refurbishment projects to include 1 percent of the eligible design and construction costs to be allocated to the Civic Art Fund. However, the Civic Art Policy definition of "refurbishment" does not include the replacement or repair of building systems. Therefore, the proposed project is exempt from the policy because it consists of the replacement of components of the existing building heating and cooling mechanical system.

In accordance with Board Policy 5.270, Countywide Local and Targeted Worker Hiring, the project will require that at least 30 percent of the California construction labor hours be performed by qualified Local Residents and at least 10 percent be performed by Targeted Workers facing employment barriers. The project will also include a job coordinator who will facilitate the implementation of the targeted hiring requirement of the policy.

On February 28, 2023, the Board approved the execution of the Countywide Community Workforce Agreement, which will apply to projects with an estimated construction contract value of \$5,000,000 or greater. Therefore, the contractor and all subcontractors must comply with all terms and conditions of the Countywide Community Workforce Agreement which, among other things, increases work opportunities for those seeking to start a new career in the construction industry and promotes the hiring of underrepresented individuals on the project.

The project will support the Board's policy for Green Building/Sustainable Design Program by incorporating into the design and construction, recyclable materials, features to optimize energy and water use, and by maximizing the use of sustainable and local resources during construction.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt from CEQA. The work consists of repairs and upgrades to existing facilities, as well as replacement of features in the interior of existing facilities and is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a), (d), and (f); 15302 (c); and 15303 (d) of the State CEQA Guidelines and Classes 1 (c), (d), and (i); 2 (a) and (e); and 3 (d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. There will be no expansion of use and replacement features will have the same purpose and capacity.



Additionally, the proposed project will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, potential for substantial adverse change in the significance of a historical resource, or other limiting factors that would make the exemption inapplicable based on the record of the proposed project.

Upon the Board's approval of the project, Public Works will file a Notice of Exemption with the State Clearinghouse at the Governor's Office of Planning and Research with the Registrar-Recorder/County Clerk in accordance with Section 21152 of the California Public Resources Code and will post the notice to its website in accordance with Section 21092.2.

### **CONTRACTING PROCESS**

Advertising for construction bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure C).

The contract opportunity will be listed on the "Doing Business with the County" and "Do Business with Public Works" websites. Public Works will also inform the local small business enterprises about this opportunity for those certified by the County of Los Angeles Department of Consumers and Business Affairs.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

Standard contracts, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in the contract.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current services at Olive View-UCLA Medical Center. Patient care services at the medical center will remain fully operational during construction.

The Honorable Board of Supervisors  
April 15, 2025  
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**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Project Management Division I.

Respectfully submitted,

MARK PESTRELLA, PE  
Director of Public Works

MP:HA:sl

Enclosures

c: Arts and Culture (Civic Art Division)  
Chief Executive Office (Capital Programs Division)  
County Counsel  
Executive Office, Board of Supervisors  
Health Services (Capital Projects Division)  
Mental Health

**ENCLOSURE A**

April 15, 2025

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
OLIVE VIEW-UCLA MEDICAL CENTER  
VENTILATION UPGRADE PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
ADOPT, ADVERTISE, AND AWARD  
CAPITAL PROJECT NO. 8A099  
FISCAL YEAR 2024-25  
(SUPERVISORIAL DISTRICT 3)  
(4-VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Construction Documents	12/12/2023*
Jurisdictional Approvals	10/04/2024*
Construction Award	05/29/2025
Construction Start	06/30/2025
Substantial Completion	03/25/2027
Project Acceptance	06/13/2027

\*Completed Activity

**II. PROJECT BUDGET SUMMARY**

<b>Project Activity</b>	<b>Proposed Budget</b>
<b>Hard Costs</b>	
Construction	\$10,228,775
Change Order Contingency	\$ 2,000,000
<b>Hard Costs Subtotal</b>	<b>\$12,228,775</b>
<b>Soft Costs</b>	
Plans and Specifications	\$ 777,500
Consultant Services	\$ 618,400
Miscellaneous Expenditures	\$ 77,400
Jurisdictional Review/Plan Check/Permits	\$ 366,225
County Services	\$ 1,851,700
<b>Soft Costs Subtotal</b>	<b>\$ 3,691,225</b>
<b>TOTAL</b>	<b>\$15,920,000</b>

**ENCLOSURE B**

April 15, 2025

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
OLIVE VIEW-UCLA MEDICAL CENTER  
VENTILATION UPGRADE PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
ADOPT, ADVERTISE, AND AWARD  
CAPITAL PROJECT NO. 8A099  
FISCAL YEAR 2024-25  
(SUPERVISORIAL DISTRICT 3)  
(4-VOTES)**

**APPROPRIATION ADJUSTMENT  
PENDING**

**ENCLOSURE C**

April 15, 2025

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
OLIVE VIEW-UCLA MEDICAL CENTER  
VENTILATION UPGRADE PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
ADOPT, ADVERTISE, AND AWARD  
CAPITAL PROJECT NO. 8A099  
FISCAL YEAR 2024-25  
(SUPERVISORIAL DISTRICT 3)  
(4-VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Public Works Business Relations and Contracts Division, 900 South Fremont Avenue, 8th Floor, Alhambra, CA 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for materials, labor, and equipment required to complete construction for the following project:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>DATE OF BID OPENING</u></b>
3	7695	Olive View-UCLA Medical Center Ventilation Upgrade Project 14445 Olive View Drive Sylmar, CA 91342	May 29, 2025

Copies of the project manual and drawings for the project may be downloaded for free from the Public Works website <http://pw.lacounty.gov/go/constructioncontracts>. For bid information, please call Ms. Rori Rubio of Business Relations and Contracts Division at (626) 458-2584 or [rrubio@pw.lacounty.gov](mailto:rrubio@pw.lacounty.gov). Each bid shall be submitted on the proper form electronically through BidExpress on or before 11 a.m. on the bid opening date. Due to the amount of time it takes to download bids from BidExpress, the bids will be publicly opened, examined, and declared by Public Works at 2 p.m. using Microsoft Teams Meeting. The information and link to access the bid opening will be posted on the Public Works website under the project information link. Bidders may participate in the public bid opening by visiting the Los Angeles County Public Works Business Opportunities Website at [pw.lacounty.gov/contracts/opportunities.com](http://pw.lacounty.gov/contracts/opportunities.com), selecting the project, and clicking on the bid opening link. Once the bid submittal time has closed, the solicitation may be viewed by applying the Status: Closed filter on the Public Works website.

## **ENCLOSURE C**

April 15, 2025

This project requires the general contractor firm to possess a B license classification at the time of bid.

The contractor and all its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at Public Works, Business Relations and Contracts Division, which shall be made available to any interested party upon request.

### **PRE-BID CONFERENCE**

Public Works, Project Management Division I, will hold an optional prebid conference at 10 a.m. on May 6, 2025, at the project site, 14445 Olive View Drive, Sylmar, CA 91342, to provide information on the scope of work and answer basic questions from the potential bidders. Detailed questions or additional information must be submitted in writing to Ms. Rubio.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

April 15, 2025

**Americans with Disabilities Act Information**



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters, or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference PMI-3.

**Información sobre la Ley de Estadounidenses con Discapacidades**



Individuos que requieran acomodamiento razonable pueden solicitar materiales escritos en formatos alternativos, acomodamiento físico, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental de la Ley de Estadounidenses con Discapacidades al (626) 458-4081, de 7:30 a.m. a 5 p.m., lunes a jueves (excluyendo días festivos). Personas con problemas auditivos pueden comunicarse primer marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición razonable para acomodo, por favor mencione PMI-3.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated April 15, 2025.

EDWARD YEN, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS OF  
THE COUNTY OF LOS ANGELES

April 15, 2025

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF HEALTH SERVICES

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 HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE

FY 2024-25  
4 - VOTES

SOURCES		USES	
DHS ENTERPRISE FUND MN2-3078 COMMITTED FOR DHS DECREASE OBLIGATED FUND BALANCE	5,317,000	DHS ENTERPRISE FUND MN2-HS-6100-60070 OTHER FINANCING USES INCREASE APPROPRIATION	5,317,000
OLIVE VIEW-UCLA MEDICAL CENTER ENTERPRISE FUND MN3-HO-96-9911-60050 OPERATING TRANSFERS IN INCREASE REVENUE	5,317,000	OLIVE VIEW-UCLA MEDICAL CENTER ENTERPRISE FUND MN3-HO-96-9912-60050 OPERATING SUBSIDY - GENERAL FUND DECREASE REVENUE	5,317,000
ENT SUB - OLIVE VIEW-UCLA MEDICAL CENTER A01-AC-6100-21200-21232 OTHER FINANCING USES DECREASE APPROPRIATION	5,317,000	OLIVE VIEW-UCLA MEDICAL CENTER Olive View-UCLA Medical Center Ventilation Upgrade A01-CP-6014-64030-8A099 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	5,317,000
SOURCES TOTAL	\$ 15,951,000	USES TOTAL	\$ 15,951,000

JUSTIFICATION

This budget adjustment of \$5,317,000 is necessary to fund Capital Project No. 8A099, Olive View-UCLA Medical Center Ventilation Upgrade Project, using DHS Enterprise Fund-Committed for DHS obligated fund balance for anticipated expenditures in FY 2024-25.

AUTHORIZED SIGNATURE      JEAN LO, CHIEF, CONTROLLER'S DIVISION

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

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

☐ ACTION

☐ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

DATE

☐ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE