

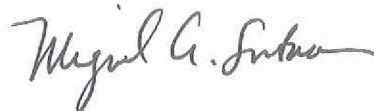
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0057

Date: February 14, 2011

To: The Mayor
The CouncilAttn: Pamela Finley, Mayor's Office
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL EMA), UNDERSERVED VICTIM ADVOCACY AND KOREAN OUTREACH (UVAO) PROGRAM GRANT**

Attached is the Grant Acceptance Packet for the California Emergency Management Agency (Cal EMA), Underserved Victim Advocacy and Korean Outreach (UVAO) Program award in the amount of \$125,000 received by the City Attorney's Office. As a participant in the Grants Pilot Program, this department submitted the packet for review and analysis by the CAO Grants Oversight Unit and the appropriate CAO Analyst.

In accordance with the approved procedures for the Pilot, this Office reviewed the Packet for completeness, conducted a concise analysis and prepared a Fiscal Impact Statement. The Grant Acceptance Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award

If you have any questions about the Grants Pilot Program or the procedures for the Grant Acceptance Packet, please contact Camilla Fong at 213-978-7681.

Attachments

MAS:ACA:CLF:04110090c

OFFICE OF THE CITY ADMINISTRATIVE OFFICER
 Review of Grant Award and Acceptance Determination

Recipient City Department: Office Of The City Attorney		Award Notification Date: November 03, 2010	
Grant Award Title: Underserved Victim Advocacy and Outreach Grant FY 2010-11		Grant Amount: \$125,000 Prior Grant Award(s): -	
Awarding Agency: California Emergency Management Agency (Cal EMA)			
Grant Agreement Number/Reference:	Performance Start Date: 10/01/2010	Performance End Date: 09/30/2011	
Purpose: The Office of the City Attorney is requesting authority for your approval of funding from Cal-EMA for the Underserved Victim Advocacy and Korean Outreach Program. This program replaces the Special Emphasis Victim Assistance Program (SEVAP) which was discontinued by Cal-EMA. These funds originate from the Victims of Crime Act and pass through Cal-EMA. Funding is awarded in the amount of \$125,000 and will provide victim services to the underserved Korean American community with a service expansion to the San Fernando Valley. The grant period is for October 1, 2010 to September 30, 2011.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
<ul style="list-style-type: none"> Department requests acceptance of the Grant 	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
<ul style="list-style-type: none"> Match Sources Identification completed 	X			() Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> Additional Funds requested 			X	() Submit to CAO for review
3. Charter Section 1022 Determination				
<ul style="list-style-type: none"> Charter Section 1022 findings completed 			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
<ul style="list-style-type: none"> Standard and Grantor Provisions or equivalent language is included 			X	() Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/> 			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities				
<ul style="list-style-type: none"> Department has submitted a request for position(s) 			X	() Review documents and make determination
6. Grant Implementation Recommendations				
<ul style="list-style-type: none"> Department has submitted grant implementation instructions 	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
<ul style="list-style-type: none"> Department has requested Funds/Accounts Set-up 	X			
8. Governing Body Resolution/Certification				
<ul style="list-style-type: none"> Department has submitted Resolution/Certification 			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
<ul style="list-style-type: none"> Department has submitted Fiscal Impact Statement 	X			(X) Submit to CAO for review and determination

OFFICE OF THE CITY ADMINISTRATIVE OFFICER
 Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney is requesting approval to accept \$125,000 in grant funding for the Underserved Victim Advocacy and Outreach Program. Following a competitive Request for Proposal process (RFP) Cal-EMA has awarded the City Attorney's Office annual funding for up to five years contingent upon satisfactory program performance and availability of funds. These funds will provide services to victims of crime in the Korean American community with the goal to provide assistance to recover from the psychological, emotional and out-of-pocket financial losses incurred as a direct result of the crime.

The total cost of the program is \$172,050 of which \$125,000 will be reimbursed to the City as follows: \$51,516 in salary expenses, \$15,008 in fringe benefits, \$52,800 in contractual services and \$5,676 in operating expenses. Grant funds will provide full reimbursement for salary and fringe benefits for one position. Matching funds of \$31,250 (volunteer hours \$29,943 and \$1,307 fringe benefits) are required in order to accept this grant. Two contract employees who have the necessary language skills and work experience were hired to assist with these services. The General Fund impact will be \$15,800 for overhead costs as Federal grant guidelines do not provide for any reimbursement. No additional funds are being requested as the regular position is included in the 2010-11 Adopted Budget.

11. Recommendations

Pursuant to a review of departmental recommendations for this grant, please provide a complete list of necessary actions for implementation including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities, etc.

That the Council, subject to the approval of the Mayor:

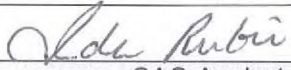
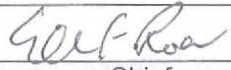

1. Authorize the City Attorney or his designee to approve the grant award of \$125,000 for the Underserved Victim Advocacy and Outreach award for the period of October 1, 2010 to September 30, 2011, subject to City Attorney approval as to form and legality;
2. Authorize the City Attorney to accept and execute the grant in the amount of \$125,000 between the City and Cal EMA;
3. Authorize the Controller to establish a receivable within Fund 368 in the amount of \$125,000 from the Cal EMA
 - a. Establish new appropriation accounts within Fund 368 and appropriate as follows:

Account G401 - Personal Services	\$66,524
Account G403 - Operating Expenses	\$5,676
Account G404 - Contractual Services	\$52,800
Total: \$125,000	
4. Transfer \$38,637 from Fund 368, Department 12, Account G631 to Fund 100, Department 12, Account 1020 - Salaries Grant Reimbursed; and upon receipt of grant funds, transfer \$15,008 from Fund 368, Department 12, Account G401 to Fund 100, Department 12, Account 4610 Reimbursement from other funds/departments for fringe benefits;
5. Request the City Attorney to submit invoices to the Cal EMA on a timely basis to ensure that expenditures are reimbursed in a timely manner;
6. Authorize the City Attorney or designee to prepare Controller's instructions for any necessary technical adjustments, subject the approval of the City Administrative Officer, and authorize the Controller to implement the instructions; and
7. Instruct the City Clerk to place on the Council Calendar on July 1, 2011, the following action relative to the City Attorney's Underserved Victim Advocacy and Outreach program: "That the City Council, subject to the approval of the Mayor, authorize Controller to transfer \$12,789 from Fund 368, Department 12, Account G401-Personal Services to the City Attorney, Dept 12, Fund 100, Account 1020 - Salaries Grant Reimbursed."

12. Fiscal Impact Statement

- Yes** This Office finds that the Grant complies with City financial policies as follows (see below):
 No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the 2010-11 Underserved Victim Advocacy and Outreach Grant Program is \$172,050 of which \$125,000 will be fully reimbursed by Cal EMA for salaries, expenses, and fringe benefits. The General Fund impact will be \$15,800 which is City overhead not eligible for reimbursement under Federal grant restrictions. A match of \$31,250 or twenty percent is required for this grant. The acceptance and use of the grant is consistent with the City's Financial Policies in that all eligible program costs are fully funded for the duration of the grant term.

 CAO Analyst	 Chief	 CAO/Assistant CAO	2/9/2011 Date
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City Hall East
200 N. Main Street
Room 800
Los Angeles, CA 90012

(213) 978-8100 Tel
(213) 978-8312 Fax
CTrutanich@lacity.org
www.lacity.org/atty



CARMEN A. TRUTANICH
City Attorney

November 9, 2010

The Honorable Antonio Villaraigosa
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Pamela Finley

Honorable City Council
of the City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: June Lagmay, City Clerk

Re: Underserved Victim Advocacy and Korean Outreach Program

Contact persons: Michiko Reyes Tel. 213 978-7020
Derek Tennell Tel. 213 978-2070

The Office of the City Attorney is transmitting for your review and approval the FY 2010-11 Underserved Victim Advocacy and Outreach (UVAO) grant award in the amount of \$125,000. UVAO replaced the Special Emphasis Grant (SEVAP), which has been discontinued. Following a competitive process, CalEMA informally notified the City Attorney's Office on November 3, 2010 that its application was awarded. The funds originate from the Victim of Crime Act and will pass through CalEMA. Continuation funding is anticipated over the next five years contingent upon satisfactory program performance and availability of funds.

The UVAO funds will provide salaries for one full-time Korean victim advocate and two contractual Korean victim advocates (one full-time and one part-time), which will enable the provision of comprehensive services to victims and witnesses of crime in the underserved Korean-American community. During 2008, the Los Angeles Police Department (LAPD) reported the occurrence of 13,354 robberies, 11,993 aggravated assault and 381 homicides. Approximately 13% of these reported cases encompassed the city's Korean-American community. Although a few community groups are available to provide various services to residents in the Korean community, only the Office of the City Attorney's UVAO program will provide comprehensive services specifically for victims of crime in the Korean-American community.

During Fiscal Year 2007-08, advocates provided comprehensive services to 1,043 new Korean-American victims and survivors of crime, 912 crisis counseling and emergency assistance referrals, and 948 resource referrals to other community agencies for additional assistance.

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City Council
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The objective of UVAO is to provide mandated services to surviving family members of homicide victims, victims of robbery/assaults, drunk driving, hit and run, hate crimes, domestic violence, adult sexual assault, child abuse, and elder abuse in the Korean-American community of Los Angeles. The goal is to assist victims to recover from the psychological, emotional and out-of-pocket financial losses incurred due to the injuries suffered as a direct result of the crime and to increase victims' active participation and involvement in the criminal justice system. Within twenty-four hours of any crisis referral to UVAO staff, contact is made with the victims to assess their needs for services and arrange for the provision of these services by local agencies. UVAO maintains an emergency allocation fund (maximum \$100 per incident) and provides victims with direct emergency assistance related to food, clothing, lodging, or transportation. Additionally, UVAO staff refers clients to network agencies that provide services appropriate to the special needs of victims in the Korean-American community. UVAO staff will provide counseling services and, when necessary, agency referrals for group treatment/support. Telephone counseling is also provided when appropriate, with a minimum of 50% of the follow-up contacts conducted through field visits. UVAO staff also provides victims with both verbal and printed information about the procedures and functioning of the criminal justice system.

We, therefore, request that the City Council, subject to the approval of the Mayor:

1. **APPROVE** the Underserved Victim Advocacy and Outreach award and authorize the City Attorney or his designee to execute the contract between the City and CalEMA for the period of October 1, 2010 to September 30, 2011, subject to City Attorney review and approval as to form and legality.
2. **ACCEPT** reimbursement funding in the amount of \$125,000 during the term of the agreement between the City and CalEMA.
3. **AUTHORIZE** the Controller to:
 - A. Establish a receivable in the amount of \$125,000 within Fund 368, Department 12.
 - B. Establish new Appropriation Accounts within Fund 368, Department 12 as follows:

o G401 – Personal Services	\$66,524
o G403 – Operating Expenses	5,676
o G404 – Contractual Services	52,500
 - C. Transfer \$38,637 from Fund 368, Department 12, Account G401 - Personal Services to Fund 100, Department 12, Account 1020 Salaries Grant Reimbursed.

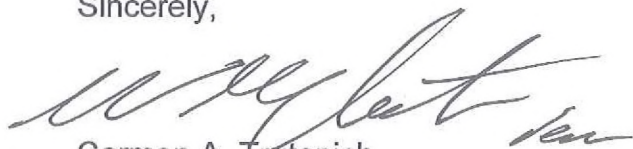
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4. **AUTHORIZE** the City Administrative Officer or his designee to approve the Certification of Assurance of Compliance.
5. **AUTHORIZE** the City Attorney or his designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and instruct the Controller to implement the instructions.
6. **INSTRUCT** the City Clerk to place on the Council Calendar on July 1, 2011, the following action relative to the City Attorney's UVAO program:

"That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$12,879 from Fund 368, Department 12, Account G401 - Personal Services to the City Attorney, Department 12, Fund 100, Account #1020, Salaries, grant reimbursed."

Thank you for your consideration in this matter.

Sincerely,



Carmen A. Trutanich
City Attorney

cc: Ida Rubio--CAO

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department				
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Derek Tennell		E-Mail: derek.tennell@lacity.org		Phone: 213-978-8100
Department/Bureau/Agency: City Attorney				Date:
Grant Information				
Name of Grantor: VOCA			Pass Through Agency: CalEMA	
Grant Program Title: Underserved Victim Advocacy and Outreach			Notification of Award Date: 11/03/10	
Funding Source (Public or Private): <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Other	Grant Type: <input type="checkbox"/> Formula/Block <input checked="" type="checkbox"/> Competitive/Discretionary <input type="checkbox"/> Other	Funds Disbursement: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement	Agency's Grant ID: CFDA # CA1621 _____ Other ID # _____ eCivis ID# _____	
Match Requirement: <input checked="" type="checkbox"/> None <input type="checkbox"/> Recommended <input checked="" type="checkbox"/> Mandatory Amount = <u>20</u> % Match Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind Identify Source of Match: <u>Volunteers, VOCA match, general fund</u>				
Fiscal Information:	Awarded Funds \$125,000	Match/In-Kind Funds \$31,250	Additional/Leveraged Funds \$	Total Project Budget \$156,250
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	51,516			
Fringe Benefits	15,008	1,307		
Indirect				
Equipment				
Materials/Supplies	5,676			
Travel				
Contractual Services	52,800			One FT and one PT independent contractor
Other		29,943		Volunteer time
Total:	125,000	31,250		
Approved Project				
Descriptive Title of Funded Project: Underserved Victim Advocacy and Korean Outreach Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 10/01/10 End: 09/30/11		Citywide: <input checked="" type="checkbox"/> Affected Council District(s): Citywide Affected Congressional District(s): Citywide		
Purpose: <input type="checkbox"/> Capital/Infrastructure <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Program <input type="checkbox"/> Planning/Training <input type="checkbox"/> Pilot/Demonstration				
Identify Internal Partners (City Department/Bureau/Agency): LAPD Identify External Partners: Sexual Assault victim agencies (i.e., Asian Pacific Women's Center), Domestic Violence victims agencies (i.e., Center for the Pacific Asian Family, Legal Aid Foundation of Los Angeles, Korean American Family Service Center, Center for Pacific Asian Family), Child Abuse victim agencies (i.e., Korean American Family Service Center, Center for Pacific Asian Family), and other crime victim service agencies and groups (i.e., Mothers Against Drunk Driving, Loved Ones Victim Services, etc.)				
Summary				
Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.				
Following a competitive RFP, CalEMA has awarded the City Attorney funding to replace the SEVAP formula grant funds as SEVAP has been discontinued. The grant provides for up to \$125,000 in annual funding for a five-year period, the first of which will commence October 1, 2010 and end September 30, 2011. Thereafter, an application for continuation of funding must be submitted for the second through fifth years, and is contingent upon satisfactory program performance and subject to availability of funds.				
This grant amount will provide salaries for one full-time Korean victim advocate and two contractual Korean victim advocates (one full-				

time and one part-time). There is a VOCA match and in-kind match as detailed in the attached budget sheet. Grant funding will have a significant impact on Korean victims of crime in Los Angeles, improve the functioning of the criminal justice system, and enhance the collaborations with the broader victim service community.

City of Los Angeles Grant Award Notification and Acceptance

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The grant award will provide almost full cost recovery for three positions (one regular and two contractual). The impact to the General Fund is nominal - \$1,307.00 - as it relates to fringe benefits for the regular position based on a 10% cap by the grantor.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Grant Award Notification and Acceptance | <input type="checkbox"/> Copy of Award Notice |
| <input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document) | <input type="checkbox"/> Copy of Grant Agreement (if applicable) |
| <input checked="" type="checkbox"/> Detail of Positions and Salary Lists (Excel Document) | <input type="checkbox"/> Additional Documents (if applicable) |

Department Head Name:
Earl Thomas

**SIGN
HERE**



Department Head Signature: *Earl Thomas*

Date: *11/15/10*

FOR CAO USE ONLY

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
 Returned to Department (Additional information/documentation has been requested.)
 Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature: *Camilla Fmo*

Date: *11/18/10*

**Grant Award Notification and Acceptance
Grant Project Cost Breakdown**

Grant Name: Underserved Victim Advocacy and Outreach				Additional Costs**		Department:
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
Salaries						
1010 Salaries General	51,516					
1020 Salaries Grant Reimbursed						
1070 Salaries As Needed						
1090 Overtime						
Salaries Total:						
Related Costs*						
	<u>CAP Rate</u>					
Fringe Benefits	15,008	1,307				
Department Administration						
Central Services						
Related Costs Total:						
Expense						
2120 Printing & Binding	1,200					
2130 Travel	2,180					
3040 Contractual Services	52,800					
3310 Transportation						
4160 Governmental Meetings						
6010 Office Supplies	996					
6020 Operating Supplies						
7300 Equipment						
XXXX Emergency Fund	1,300					
Expenses Total:						
Grand Total:	\$ 125,000	\$1,307				
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)						

