

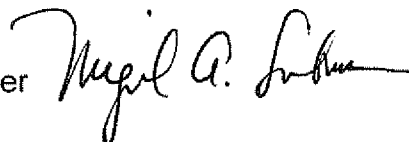
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0062

Date: March 13, 2012

To: The Mayor
The Council
Attn: 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 SECOND YEAR FUNDING**

Attached is the Grant Acceptance Packet for the California Emergency Management Agency (Cal EMA), Underserved Victim Advocacy and Korean Outreach (UVAO) Program – Second Year 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:04120082c

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 2011	
Grant Award Title: Underserved Victim Advocacy and Outreach Program FY 2011-12		Grant Amount: \$125,000 Prior Grant Award(s): \$125,000	
Awarding Agency: California Emergency Management Agency (Cal EMA)			
Grant Agreement Number/Reference:	Performance Start Date: 10/01/11	Performance End Date: 09/30/12	
Purpose: The Office of the City Attorney is requesting authority to accept the second year of grant funding for the Underserved Victim Advocacy and Outreach Program. Funding in the amount of \$125,000 will support the salaries of one full-time Korean victim advocate, one full-time contractual Korean victim advocate, and various expenses to provide victim support services.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
• Match Sources Identification completed	X			() Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested		X		() Submit to CAO for review
3. Charter Section 1022 Determination				
• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
• 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				
• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations				
• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification				
• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
• Department has submitted Fiscal Impact Statement	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 (UVAO) program. These funds originate from the Victim of Crime Act (VOCA) and pass through the California Emergency Management Agency (Cal EMA). The UVAO program provides services to victims of crime in the Korean-American community with the goal of assisting victims in recovering from the psychological, emotional, and out-of-pocket financial losses incurred as a result of the crime, as well as increasing the victims' involvement in the criminal justice system.

The total cost of the program is \$171,486, of which \$125,000 will be reimbursed to the City as follows: \$59,634 in salary expenses, \$18,702 in fringe benefits, \$41,600 in contractual services, and \$5,064 in operating expenses. The grant has a 20 percent matching requirement. Matching funds in the amount of \$31,250 will be satisfied through volunteer hours (\$25,000), personnel (\$4,199 salaries, and \$2,051 fringe benefits). The General Fund impact will be \$15,236 for overhead costs, which is not eligible for reimbursement under Federal grant guidelines. No additional funds are requested since the position is included in the 2011-12 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. Approve the Underserved Victim Advocacy and Outreach award and authorize the City Attorney or his designee to execute the contract between the City and Cal EMA for the period of October 1, 2011 to September 30, 2012, subject to City Attorney approval as to form and legality;
2. Authorize the City Attorney to accept reimbursement funding in the amount of \$125,000 during the term of the agreement between the City and Cal EMA;
3. Authorize the Controller to:
 - a. Establish a receivable in the amount of \$125,000 in Fund 368, City Attorney Grant Fund;
 - b. Establish the following appropriation accounts in Fund 368, Department 12:

Account 12H401 - Personal Services	\$ 78,336
Account 12H403 - Operating Expenses	\$ 46,664
Total	<u>\$125,000</u>
 - c. Transfer \$44,276 from Fund 368, Account 12H401 - Personal Services to Fund 100, Department 12, Account 001020 Salaries Grant Reimbursed;
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, 2012, the following action relative to the City Attorney's UVAO program:
 - a. That the Council, subject to the approval of the Mayor, authorize the Controller to transfer \$15,158 from Fund 368, Department 12, Account 12H401 - Personal Services to Fund 100, Department 12, Account 001020 Salaries Grant Reimbursed.

12. Fiscal Impact Statement

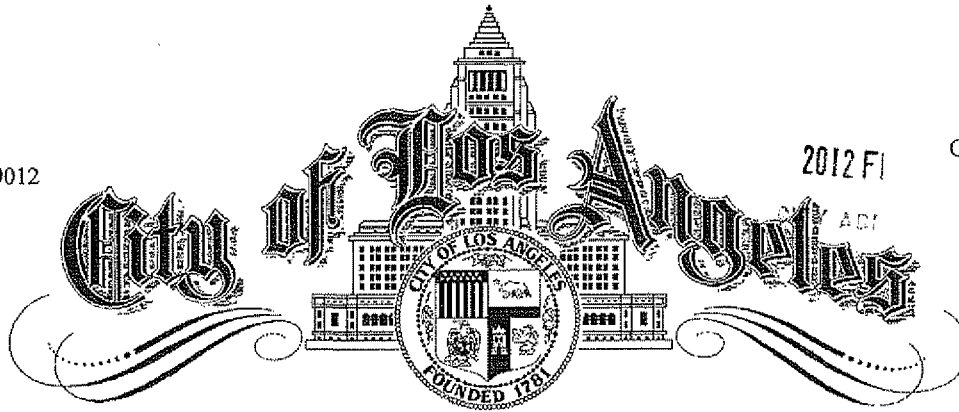
Yes This Office finds that the Grant complies with City financial policies as follows (see below):
 No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the UVAO program is \$171,486, of which \$125,000 will be reimbursed by the California Emergency Management Agency for salaries, fringe benefits and expenses. The General Fund impact will be \$15,236 for overhead costs, which is not eligible for reimbursement under Federal grant restrictions. The grant has a 20 percent (\$31,250) matching requirement. The acceptance and use of the grant funds 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	3/12/13 Date
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CTrutanich@lacity.org
www.lacity.org/atty



CARMEN A. TRUTANICH
City Attorney

2012 FEB -1 PM 2:52
CITY ADMINISTRATIVE OFFICER

January 24, 2012

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
Second Year Continuation Funding CF #11-0255**

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 second year continuation funding totaling \$125,000 for the Underserved Victim Advocacy and Outreach (UVAO) program. The funds originate from the Victim of Crime Act (VOCA), with CalEMA serving as the pass through agency. Successive continuation funding is anticipated through 2015 contingent upon satisfactory program performance and availability of funds.

The UVAO funds will provide salaries for one full-time Korean victim advocate and one full-time contractual Korean victim advocate, which will enable the provision of comprehensive services to victims and witnesses of crime in the underserved Korean-American community. The grant has a 20% match, which will be largely satisfied through volunteer hours totaling \$25,000 of in kind value and a nominal personnel contribution totaling \$6,250. The VOCA statute does not permit administrative costs, which total \$15,236.

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

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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, 2011 to September 30, 2012, 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:
 - Establish a receivable in the amount of \$125,000 within Fund 368, Department 12.
 - Establish the following Appropriation Accounts within Fund 368, Department 12:

Account 12H401 – Personal Services	\$ 78,336
Account 12H403 – Operating Expenses	<u>\$ 46,664</u>
TOTAL	\$125,000
 - Transfer \$44,476 from Fund 368, Department 12, Account 12H401 - Personal Services to Fund 100, Department 12, Account 001020 Salaries Grant Reimbursed.
4. **AUTHORIZE** the City Administrative Officer or his designee to approve the Certification of Assurance of Compliance.

Honorable Antonio Villaraigosa
City Council
January 24, 2012
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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, 2012, 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 \$15,158 from Fund 368, Department 12, Account 12H401 - Personal Services to the City Attorney, Department 12, Fund 100, Account 001020, Salaries, grant reimbursed."

Thank you for your consideration in this matter.

Sincerely,



Carmen A. Trutanich
City Attorney

cc: Mara Corella--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//11	
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 # CF11-0255 Other ID # _____ eCivis ID# _____				
Match Requirement: <input checked="" type="checkbox"/> None <input type="checkbox"/> Recommended <input checked="" type="checkbox"/> Mandatory _____ Amount = 20 % Match				
Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind Identify Source of Match: Volunteers, VOCA match, general fund				
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	59,634	4199		Part of the 20% match
Fringe Benefits	18702	2051		Part of the 20% match
Indirect			15,236	No permitted under statute
Equipment				
Materials/Supplies	2884			
Travel	2180			
Contractual Services	41,600			One FT independent contractor
Other		25000		Volunteer time comprising part of the 20% match
Total:	125,000	31,250	15236	
Approved Project				
Descriptive Title of Funded Project: Underserved Victim Advocacy and Korean Outreach Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 10/01/11 End: 09/30/12			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.				
CalEMA has awarded the City Attorney 2nd year continuation funding related to the Underserved Victims of Crime and Victim Outreach Program. The five year grant period allows for up to \$125,000 in annual funding contingent upon satisfactory program performance and subject to availability of funds. The 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 has and will continue to 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 two positions (one regular and one contractual). The grant has a 20% match, which will be largely satisfied through volunteer hours totaling \$25,000 of in kind value and a nominal personnel contribution totaling \$6,250. The VOCA statute does not permit administrative costs, which total \$15,236.

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 Costs (Excel Document) | <input type="checkbox"/> Additional Documents (if applicable) |

Department Head Name: Earl Thomas	Department Head Signature: 	Date: 1/25/12
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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: 	Date: 2/1/12
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**Grant Award Notification and Acceptance
Grant Project Cost Breakdown**

Grant Name: Underserved Victim Advocacy and Outreach					Department:
Grant Project Breakdown	Additional Costs**			Total	Comments
	Grant Funds	City Funds	Non-City Funds		
Salaries					
1010 Salaries General		4,199		4,199	
1020 Salaries Grant Reimbursed	59,634			59,634	
1070 Salaries As Needed				-	
1090 Overtime				-	
Salaries Total:	\$ 59,634	\$ 4,199	\$ -	\$ 63,833	
Related Costs*					
	CAP Rate				
Fringe Benefits	18,702	2,051		20,753	The VOCA statute does not allow grant funds to be applied to related costs
Department Administration		10,263		10,263	
Central Services		4,973		4,973	
Related Costs Total:	\$ 18,702	\$17,287	\$0	\$35,989	
Expense					
2120 Printing & Binding	600			600	
2130 Travel	2,180			2,180	
3040 Contractual Services	41,600			41,600	FT independent contractor
3310 Transportation				0	
4160 Governmental Meetings				0	
6010 Office Supplies	544			544	
6020 Operating Supplies	440			440	Korean Times/Korean Daily subscriptions
7300 Equipment				0	
XXXX Emergency Fund	1,300			1,300	
XXXX Volunteers			25,000	25,000	Community and Professional Volunteers
Expenses Total:	\$46,664	\$0	\$25,000	\$71,664	
Grand Total:	\$ 125,000	\$ 21,486	\$ 25,000	\$ 171,486	
*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.)					
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.					

**Grant Award Notification and Acceptance
Detail of Positions Salary Costs for Grant**

Department: City Attorney				Other Funding Sources								
Project Name: Underserved Victim Advocacy and Outreach				City				Non-City				
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		No.	Cost	Comments
				No.	Cost	No.	Cost	No.	Cost			
Witness Service Coordinator	1		1	1	59,634	1	59,634					
Administrative Coordinator IV	1		1					1	1756			
Deputy City Atty III	1							1	2443			
Total:					59634		59634		2051			
Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel. *Reimbursable costs are savings to the City. These costs would include all currently City funded positions working for the specified grant program activities that will be reimbursed by grant funds.												
**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.												