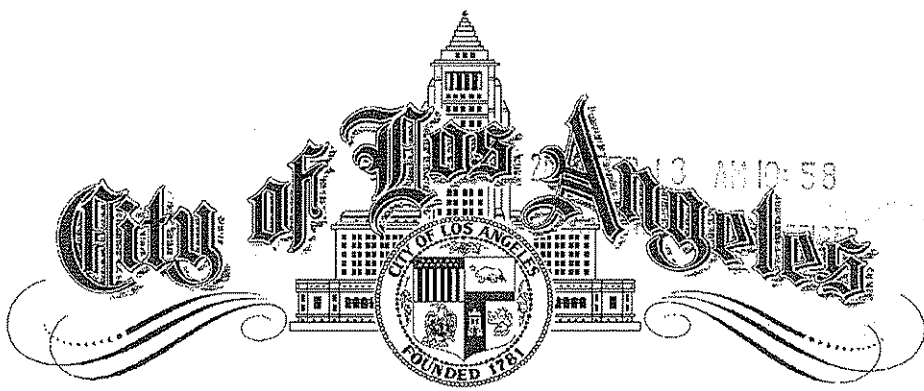


MBC 4



2014 FEB -4 PM 12:36  
CITY ADMINISTRATIVE OFFICER

MICHAEL N. FEUER  
CITY ATTORNEY

January 27, 2014

The Honorable Eric Garcetti  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Cary Gross

Honorable City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Holly Wolcott

**Re: FY 2014 Underserved Victim Advocacy and Outreach Program  
Fourth 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 fourth year continuation funding totaling \$125,000 for the Underserved Victim Advocacy and Outreach (UVAO) program. This amount reflects an increase from \$116,000 during FY 2013 due to a greater availability of funds. The funds originate from the Victim of Crime Act (VOCA), with the California Office of Emergency Services (CalOES) serving as the pass through agency. Successive continuation funding is anticipated through FY 2015 contingent upon satisfactory program performance and availability of funds.

The UVAO award will provide salaries for one full-time victim advocate and one part-time contractual victim advocate, who will continue providing comprehensive services to victims and witnesses of crime in the underserved LGBT community. During FY 2013, the City Attorneys' Office provided critically needed support services to 139 new victims/witnesses and provided ongoing support to over 200 existing victims/witnesses.

In prior years, the UVAO grant required a 20% match that the City Attorney's Office satisfied through volunteer hours. For FY 2014, the City Attorney's Office successfully requested a full match waiver, although volunteers who make a 125 hour annual commitment to UVAO will continue to be trained and to support victim advocates. Currently, the 10 active volunteers serve in the UVAO program.

0150-03892-0068

The VOCA statute does not permit reimbursement of administrative costs, which total \$16,153.

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 LGBT 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 24 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 LGBT 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 CalOES for the period of October 1, 2013 to September 30, 2014, 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 CalOES.
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 12K401 – FY 13-14 UV Program \$ 125,000
  - Transfer, upon receipt of grant funds, \$84,737 from Fund 368, Department 12, Account 12K401 FY 13-14 UV Program to Fund 100, Revenue account 5301 – Reimbursement from other funds.

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.

Thank you for your consideration to this matter. Should you have any questions or require assistance please contact Michiko Reyes at (213) 978-7020 or Derek Tennell at (213) 978-2070.

Sincerely,

  
Leela Kapur  
Chief of Staff

cc: Miguel Santana, CAO  
Maria Raisa 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: January, 2014	
Grant Information				
Name of Grantor: VOCA			Pass Through Agency: CalEMA	
Grant Program Title: Underserved Victim Advocacy and Outreach			Notification of Award Date: 12/13	
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 type="checkbox"/> Mandatory _____ Amount = _____ % Match				
Match Type: <input type="checkbox"/> Cash <input type="checkbox"/> In-Kind Identify Source of Match: _____				
<b>Fiscal Information:</b>	Awarded Funds \$125,000	Match/In-Kind Funds \$	Additional/Leveraged Funds \$	Total Project Budget \$125,000
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	62,861			
Fringe Benefits	21,876			
Indirect				
Equipment				
Materials/Supplies	2,465			includes printing and volunteer recruitment
Travel	1,626			
Contractual Services	36,172			3 PT independent contractors (1 x 52 wks; 2 x 6 wks)
Other				
Total:	125,000			
Approved Project				
Descriptive Title of Funded Project: Underserved Victim Advocacy and Outreach Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 10/01/13 End: 09/30/14			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: LoS Angeles Gay and Lesbian Center, sexual assault victim agencies, domestic violence victims agencies , Legal Aid Foundation of Los Angeles, child abuse victim agencies, and other crime victim service agencies and groups (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.				
CalOES has awarded the City Attorney 4th 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. In the past a match was required, for which the City Attorney's Office successfully secured a waiver. The grant amount will provide salaries for one full-time LGBT victim advocate and three part-time LGBT advocates. Grant funding will have a significant impact on LGBT 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 salaries and fringe benefits for one full-time position, one full-time contract position and two part time contract position (short term) with no negative General Fund impact.**

### 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 checked="" type="checkbox"/> Additional Documents (if applicable) |

Department Head Name:  
Mary Clare Molidor

Department Head Signature: 


Date:  
1/30/14

### 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:

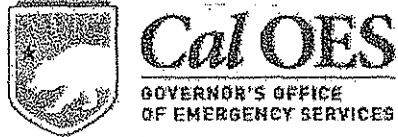
CAO Grants Oversight Unit Signature: + 

Date: 2/25/14

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

Grant Name: Underserved Victim Advocacy and Outreach					Department:
Grant Project Breakdown	Grant Funds	Additional Costs**		Total	Comments
		City Funds	Non-City Funds		
<b>Salaries</b>					
1010 Salaries General				-	
1020 Salaries Grant Reimbursed	62,861			62,861	
1070 Salaries As Needed				-	
1090 Overtime				-	
<b>Salaries Total:</b>	\$ 62,861	\$ -	\$ -	\$ 62,861	
<b>Related Costs*</b>					
		<b>CAP Rate</b>			
Fringe Benefits	21,876			21,876	The VOCA statute does not allow grant funds to be applied to related costs
Department Administration				0	
Central Services				0	
<b>Related Costs Total:</b>	\$ 21,876	\$ 0	\$ 0	\$ 21,876	
<b>Expense</b>					
2120 Printing & Binding	875			875	
2130 Travel	1,626			1,626	
3040 Contractual Services	36,172			36,172	3 PT independent contractors
3310 Transportation				0	
4160 Governmental Meetings				0	
6010 Office Supplies	1,590			1,590	
6020 Operating Supplies				0	
7300 Equipment				0	
XXXX Volunteers				0	Community and Professional Volunteers (match waived)
<b>Expenses Total:</b>	\$ 40,263	\$ 0	\$ 0	\$ 40,263	
<b>Grand Total:</b>	\$ 125,000	\$ -	\$ -	\$ 125,000	
*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.					





November 6, 2013

Mr. Michael Feuer  
City Attorney  
City of Los Angeles  
City Hall East  
200 N. Main Street, Rm 800  
Los Angeles, CA 90012

RE: UV13047250

Dear Mr. Feuer:

Thank you for your letter requesting a waiver of the 20-percent match contribution requirement applicable to subrecipients of Victims of Crime Act (VOCA). According to Section IV.B.4.b.(3) of the Final VOCA Fiscal Year (FY) 1997 Victim Assistance Program Guidelines, "Office for Victims of Crime (OVC) may waive the match requirement if extraordinary need is documented by the State VOCA administrator. OVC has approved your match waiver requests because of California's budget shortfall due to a decline in state revenue; the prolonged recessions which has suppressed donations from corporations, foundations, and individuals; and the difficulty in recruiting volunteers.

Your match waiver of \$31,250.00 is granted for the FY 2013 grant cycle only based on the following conditions: 1) the 2013 VOCA funds awarded must be used to provide direct services to crime victims; and 2) the 20-percent match requirement for VOCA crime victim service providers has been granted on a case-by-case basis.

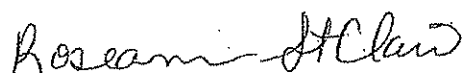
Your Program Specialist will be contacting you within the next few weeks to request the necessary documentation (i.e., Grant Award Amendment – Cal OES 2-213, Grant Award Modification – Cal OES 2-223, and new budget pages) in order to waive the match requirement.



Mr. Feuer  
November 6, 2013  
Page Two

If you have any questions regarding this mater, please do not hesitate to contact your Program Specialist. Thank you for the critically important work you are doing on behalf of crime victims.

Sincerely,

A handwritten signature in cursive script that reads "Roseann St. Clair".

ROSEANN ST. CLAIR  
Federal Funds Manager  
Victim Services Branch

cc: Grant File  
Program Specialist

EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



**Application Cover Sheet**

**RFA PROCESS**

**UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM**

Submitted by:

Office of the Los Angeles City Attorney  
200 North Main Street, Room 800  
Los Angeles, CA 90012  
(213) 978-8100

Cal OES# \_\_\_\_\_ FIPS# \_\_\_\_\_ VS \_\_\_\_\_ CFDA# \_\_\_\_\_ Grant# \_\_\_\_\_

### CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT AWARD FACE SHEET (Cal OES 2-101)

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

- 1. Grant Recipient: City of Los Angeles 1a. DUNS# 830603440  
In the amount and for the purpose and duration set forth in this Grant Award.
- 2. Implementing Agency: Office of the Los Angeles City Attorney 2a. DUNS# 830603440
- 3. Implementing Agency Address: 200 North Main Street Room 800 Los Angeles 90012-3307  
Street City Zip+4
- 4. Location of Project: 201 N. Los Angeles Street, Rm 301B Los Angeles 90012-3307  
City County Zip+4
- 5. Disaster/Program Title: Underserved Victim Advocacy & Outreach Program 6. Performance Period: 10/01/13 to 09/30/14

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2013	7. VOCA		\$125,000			\$31,250	\$31,250	\$156,250
Select	8. Select						\$0	\$0
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$0	\$125,000	\$125,000	\$0	\$31,250	\$31,250	12g. Total Project Cost: \$156,250

13. This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Applicant/Grant Recipient: Michael N. Feuer 15. Federal Employer ID Number: 956000735  
 Name: Michael N. Feuer Title: City Attorney  
 Telephone: (213) 978-8100 FAX: (213) 978-8312 Email: Mike.Feuer@lacity.org  
 (area code) (area code)  
 Payment Mailing Address: 200 North Main St., Room 800 City: Los Angeles Zip+4: 90012-3307  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(FOR CAL OES USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

\_\_\_\_\_  
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

**PROJECT CONTACT INFORMATION**

Recipient Office of the Los Angeles City Attorney Grant Number UV 13047250

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The **Project Director** for the project:

Name: Derek Tennell Title: Program Director  
Telephone #: (213) 978-2177 Fax#: (213) 978-2111 Email Address: Derek.Tennell@lacity.org  
Address/City/Zip: 201 North Los Angeles Street, Room 301B - Los Angeles, CA 90012

2. The **Financial Officer** for the project:

Name: Michiko Reyes Title: Budget Director  
Telephone #: (213) 978-7020 Fax#: (213) 978-8310 Email Address: Michiko.Reyes@lacity.org  
Address/City/Zip: 200 North Main Street, Room 800 - Los Angeles, CA 90012

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Kathy Colobong Title: Assistant Director  
Telephone #: (213) 978-2167 Fax#: (213) 978-2179 Email Address: Kathy.Colobong@lacity.org  
Address/City/Zip: 201 North Los Angeles Street, Room 301B - Los Angeles, CA 90012

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Michiko Reyes Title: Budget Director  
Telephone #: (213) 978-7020 Fax#: (213) 978-8310 Email Address: Michiko.Reyes@lacity.org  
Address/City/Zip: 200 North Main Street, Room 800 - Los Angeles, CA 90012

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Michael N. Feuer Title: City Attorney  
Telephone #: (213) 978-8100 Fax#: (213) 978-8312 Email Address: Mike.Feuer@lacity.org  
Address/City/Zip: 200 North Main Street, Room 800 - Los Angeles, CA 90012

6. The **Official Designated** by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Michael N. Feuer Title: City Attorney  
Telephone #: (213) 978-8100 Fax#: (213) 978-8312 Email Address: Mike.Feuer@lacity.org  
Address/City/Zip: 200 North Main Street, Room 800 - Los Angeles, CA 90012

7. The **chair** of the **Governing Body** of the recipient:

Name: Michael N. Feuer Title: City Attorney  
Telephone #: 213) 978-8100 Fax#: (213) 978-8312 Email Address: Mike.Feuer@lacity.org  
Address/City/Zip: 200 North Main Street, Room 800 - Los Angeles, CA 90012


**SIGNATURE AUTHORIZATION**

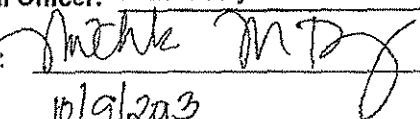
Grant Award #: UV 13047250

Grant Recipient: Michael N. Feuer

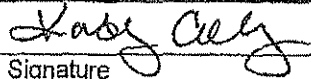
Implementing Agency: Office of the Los Angeles City Attorney

**\*The Project Director and Financial Officer are REQUIRED to sign this form.**

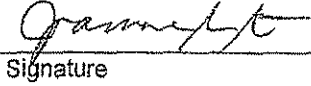
\*Project Director: Derek Tennell  
Signature:   
Date: Oct. 9 2013

\*Financial Officer: Michiko Reyes  
Signature:   
Date: 10/9/2013

The following persons are authorized to sign for the  
**Project Director**

  
Signature

Kathy Colobong  
Name

  
Signature

Joanne Zaratan  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

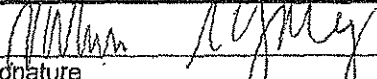
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Signature

\_\_\_\_\_  
Name

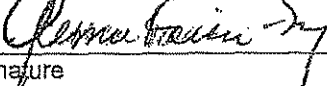
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

The following persons are authorized to sign for the  
**Financial Officer**

  
Signature

Dolores Galang  
Name

  
Signature

Gemma Boiser Sy  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

**CERTIFICATION OF ASSURANCE OF COMPLIANCE**  
**Victims of Crime Act (VOCA) Fund**

The applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program (EEO), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and the special conditions under the Victims of Crime Act (VOCA). The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

**CERTIFICATION OF ASSURANCE OF COMPLIANCE  
Victims of Crime Act (VOCA) Fund**

I, Michael N. Feuer hereby certify that  
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: City Attorney

IMPLEMENTING AGENCY: Office of the Los Angeles City Attorney

PROJECT TITLE: Underserved Victim Advocacy and Outreach Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- The above named recipient receives \$500,000 or more in federal grant funds annually.
- The above named recipient does not receive \$500,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Recipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Cristina Sarabia

Title: Human Resources Director

Address: 200 North Main Street, Room 800 - Los Angeles, CA 90012

Phone: (213) 978-7160

Email: Cristina.Sarabia@lacity.org

**III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)**

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Recipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Recipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

**VIII. Special Condition for Grant Awards with Victims of Crime Act (VOCA) Fund**

- The grant recipient agrees to administer the grant in accordance with the VOCA, the VOCA Program Guidelines, and the Office of Justice Programs Financial Guide.



All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Authorized Official's Signature:	<u>Michael N. Feuer</u>
Authorized Official's Typed Name:	<u>Michael N. Feuer</u>
Authorized Official's Title:	<u>City Attorney</u>
Date Executed:	_____
Federal Employer ID #:	<u>95-6000735</u>
Federal DUNS #	<u>830603440</u>
Current Central Contractor Registration Expiration Date:	_____
Executed in the City/County of:	<u>Los Angeles</u>
<b>AUTHORIZED BY:</b> <i>(not applicable to State agencies)</i>	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u>Miguel A. Santana</u>
Typed Name:	<u>Miguel Santana</u>
Title:	<u>City Financial Officer</u>

**Project Narrative****PROBLEM STATEMENT:**

The City of Los Angeles covers an area of 485 square miles, and is estimated to have a population of 3,819,702 by the United States Census Bureau. Based on its population size, the City of Los Angeles is ranked second in the nation for having the largest lesbian, gay, bisexual, and transgender (LGBT) community. While the exact LGBT population is unknown, it is estimated that approximately 5.6% of the City's residents are LGBT.

The LGBT community continues to face many challenges related to constitutional and social issues, legal equality, discrimination, and violence. Fearing poor treatment and a lack of resources, many in the LGBT community do not report their victimization to police. A 2012 report published by the National Coalition of Anti-Violence Programs found 56% of LGBT individuals who experienced violent crimes did not report the incident to law enforcement nor participate in the criminal justice process. Of these unreported crimes, minorities and transgender individuals were the least likely to come forward.

However, of those LGBT individuals who reported acts of violence to police, 26.8% reported that the police attitudes were hostile, an increase from 18% in 2011. According to the 2012 Hate Crime Report, published by Los Angeles County Commission on Human Relations, there were 462 hate crimes reported in Los Angeles County, a steady decline of 6% from the previous year. Of these reported hate crimes, gay males, lesbians, bisexuals, and transgenders were targeted and comprised 31% of the reported hate crimes in 2012, a 5% increase from 2011. Furthermore, 79% of sexual orientation-based hate crimes involved violence, an 8% increase from the previous year.

Based upon the unique challenges discussed, LGBT crime victims are not the same as non LGBT victims. Because of discrimination and a lack of support, many LGBT victims of crime are reluctant to seek help. Although there are a few community groups available to provide various services such as mental health counseling, there are no existing programs that

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provide comprehensive services that are unique to victims of crime in the LGBT population. This obligation is being met by the specialized approach of the Underserved Victim Advocacy and Outreach Program (UVAOP), which provides accessible and culturally sensitive program services to the victims of crime in the underserved LGBT population residing in Los Angeles.

Grant funding received through the UVAOP will fund one full-time victim service coordinator position and three part-time contracted temporary victim service coordinator positions. All positions will be responsible for the specific delivery of services to LGBT victims of crime in Los Angeles.

**PLAN:**

As stated in Year Three (FY 2012-13), the objective of the UVAOP is to provide mandated services to victims of domestic violence, sexual assault, child abuse, robbery/assaults; surviving family members of homicide victims, drunk driving and hit & run victims, hate crimes and elder abuse in the LGBT community of Los Angeles. When LGBT victims are referred to the UVAOP staff, contact is made with the LGBT victim to assess their needs and provide necessary services at the time or immediate arrangement for the provision of these services by local agencies will be made. Emergency services pertaining to the victims' immediate material needs, including the provision of emergency food, clothing, lodging, or transportation, are arranged, upon request or when deemed necessary. UVAOP refers clients to network agencies, such as the LA Gay and Lesbian Center to provide appropriate services to the special needs of the LGBT population.

In Year Three (2012-2013), a goal of providing mandated services to 125 new LGBT victims was set and met by the UVAOP staff. In Year Four (2013-2014) the UVAOP will provide services to 137 new victims, a 10% increase from Year Three. In Year Three (2012-2013), the UVAOP set and met it's goal to develop a collaborative working relationship with its partnering agencies, the Los Angeles Gay and Lesbian Center (LAGLC), and with the Los Angeles Police Department (LAPD), in an effort to provide needed services to victims in the LGBT community.

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As a result of the collaborative partnership between the UVAOP, the LAGLC, and the LAPD, additional contacts were formed with community based groups. For example, one such networking contact led the UVAOP to participate in the annual LA Pride event, which was attended by 400,000 LGBT individuals. Additionally, in Year Three (2012-2013), UVAOP staff conducted outreach presentations to a wide range of agencies, groups and organizations that serve the LGBT community in Los Angeles, including: UCLA LGBT Campus Resource Center, Friends of Project 10, LAPD LGBT Community Forum and Citizen's Police Academy, Parents, Families and Friends of Lesbians and Gays (PFLAG), LA County LGBT Child Abuse Prevention Council, City of West Hollywood Lesbian and Gay Advisory Board, Connect to Protect Young Gay and Bisexual Men of Color in Los Angeles (C2PLA), LGBT Youth Advocacy Coalition (YAC), Gay-Straight Alliance Network (GSA) and Trans Youth Family Allies.

In Year Four (2013-2014), the UVAOP, along with the LAGLC and LAPD, will continue to work collaboratively to provide outreach and services to the LGBT community in Los Angeles. The LGBT community is as diverse as the general public and includes all races, ethnicities, education levels, religious beliefs, mental/physical ability/disability and age. In Year Four (2013-2014), the UVAOP will implement a target specific outreach campaign expanding to organizations, agencies and groups to include schools, health/medical, faith based groups, elderly community, ethnic/professional groups and private non-profit community agencies and organizations. Once identified, UVAOP staff and volunteers will conduct outreach presentations to increase awareness of the UVAOP services to the LBGT community.

The UVAOP staff will continue to consider the specific cultural and socioeconomic factors of the LGBT community when responding to the victims' emotional and psychological needs. UVAOP staff provides follow-up counseling services and, when necessary, referral for group treatment/support and therapy through appropriate agency referrals. Telephone counseling may be provided when appropriate, with a minimum of 50% of the follow-up contacts conducted through field visits in the LGBT community. UVAOP staff will continue to provide

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victims with both verbal and printed information about the procedures and function of the criminal justice system. Trust and culturally competent support in the criminal justice system is especially important for victims in the LGBT community. Follow-up counseling is provided to relieve anxiety and/or confusion concerning the criminal justice system process. Other services include: court support; criminal case information and directions to the courtroom, help with the victim impact statement in the criminal justice process, assistance to victims in obtaining court ordered restitution, information and assistance on the release of property held as evidence, intervention with an employer on the victim's behalf, information and assistance to victims and/or family members of victims in filing for the State of California Victims of Crime Compensation Application for financial reimbursement of their eligible losses incurred from injuries/death suffered due to the crime. The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services will be provided upon request. To ensure availability, requests are encouraged to be made at least three working days or 72 hours in advance of the event or meeting date.

In Year Three (FY 2012-2013), a UVAOP Program Brochure was created, providing information on services available to victims in the LGBT community and how these services may be obtained. In Year Three (FY 2012-2013), a goal to distribute 125 program UVAOP brochures to victims, partnering agencies and other requesting organizations was set and the UVAOP exceeded that goal by distributing 200 brochures. In Year Four (FY 2013-2014), the UVAOP will print additional brochures to provide directly to victims, and for distribution during outreach presentations. In Year Four (FY 2013-2014), the UVAOP will distribute 250 program brochures, and 325 UVAOP program brochures in Year Five (FY 2014-2015). Information is also available on the internet at the Office of the Los Angeles City Attorney's official website <http://www.cityofla.org> or through direct e-mail communications with UVAOP staff.

The UVAOP utilizes interns/volunteers to provide support services to program staff, such as making follow-up contacts with crime victims and assisting in the filing of the California Victims of Crime Compensation applications. To recruit interns/volunteers, the UVAOP utilizes established community and academic resources, as well as the Office of the Los Angeles City Human Resources Department. These interns/volunteers will be required to receive 40 hours of mandated training on topics relating to: crisis intervention, orientation to the criminal justice system, dynamics of victimization, case management, cultural sensitivity and the California Victim Compensation Program procedures. In Year Four (FY 2013-2014), the UVAOP will continue to recruit, train and supervise student interns/volunteers utilizing the volunteer recruitment component developed. Additionally, a professional psychotherapy volunteer will be recruited in Year Four (FY 2013-2014) to provide direct psychotherapy and crisis counseling to victims referred by project staff, as well as provide training and expert consultation to assist project staff and volunteers on how to provide culturally competent direct services to LGBT victims. All qualified community interns and professional volunteers will be processed by the Office of the Los Angeles City Attorney Human Resources Department and must pass a background check through the Department of Motor Vehicle and the Department of Justice. During Year Four (FY 2013-2014), UVAOP staff will develop a written protocol for cultural competency in the provision of services to the LGBT community that will consist of: updating program forms that are outside mainstream gender identity and domestic relationships; display readily available LGBT posters, brochures, pamphlets and other LGBT identifiable materials, and have a written LGBT Victims guide including LGBT specific resources.

**Capabilities:** Funding received through the Cal OES Underserved Victim Advocacy and Outreach Program allows the Office of the Los Angeles City Attorney Victim Assistance Program to meet the needs of the underserved LGBT residents in Los Angeles. Grant funds will be used to pay for the salaries of one full-time victim service coordinator position and three part-

Applicant: City of Los Angeles

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time contracted temporary victim service coordinator positions, basic operational expenses such as office supplies, printing, volunteer recruitment, travel and an emergency fund. The UVAOP staff is assigned full-time to the Central Office located at 201 North Los Angeles Street, Room 301B - Los Angeles, CA 90012.

In Year Three (FY 2012-2013), UVAOP recruited, trained and supervised 33 student intern/volunteers who were utilized to provide support to the UVAOP staff. In Year Four, the UVAOP will continue to recruit student interns/volunteers to help support project staff.

In Year Three (2012-2013), partnering agency staff from the LAGLC provided a cultural competency training to UVAOP staff & volunteers on the LGBT community, including tips on sensitivity, understanding and effective communication techniques.

In Year Four (FY 2013-2014), the UVAOP maintains an active Letter of Agreement with the LAPD and the LAGLC, that documents the establishment of a formal system of networking and coordinating services to victims in the LGBT community of Los Angeles. UVAOP will build collaboration among LGBT anti-violence programs and mainstream LGBT service providers to increase the availability of culturally competent services for LGBT victims of crime, and to educate and increase public awareness of the program services and victims' rights. In addition to the traditional outreach approaches, such as doing presentations to community agencies and organizations, in Year Four (FY 2013-2014), UVAOP staff will use innovative approaches in its outreach efforts by utilizing social media and electronic newsletter techniques to increase awareness about program services and provide LGBT crime victims with an added means of communicating with and learning about the available services offered by the UVAOP program.

UVAOP staff and volunteers will document the number of victims assisted and the services to each victim in Year Four (FY 2013-2014). This data will be maintained and reported on a quarterly and semi annual basis to measure and report the effectiveness of the project. An increased in the reported number of services provided each year will indicate the success of the project's ability to meet its desired goals and objectives.

Applicant: City of Los Angeles

Grant Number: UV 13047250

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Hire Project Staff	■			■	■
Train Project Staff	■			■	■
Establish Office Locations		■			■
Develop Project Brochure	■			■	
Print Project Brochure		■		■	■
Develop Project Documentation Forms	■			■	
Distribute Project Brochure(s)		■	■	■	■
Recruitment / Training Volunteers		■	■	■	■
Increase Community Awareness			■	■	■
Delivery of Services	■	■	■	■	■
Increase the Number of Victims served		■		■	■
Provide & Update Written Protocols		■	■	■	■



**BUDGET CATEGORY AND LINE ITEM DETAIL**

Grant Recipient: City of Los Angeles, Office of the City Attorney			Grant Number: UV13047250							
A. Personal Services – Salaries/Employee Benefits	VOCA-13								COST	
<b>SALARIES</b>									\$0	
Witness Service Coordinator									\$0	
(1 FTE x \$5,238.40 x 12 mos)	\$62,861								\$62,861	
									\$0	
									\$0	
									\$0	
									\$0	
<b>EMPLOYEE BENEFITS</b>									\$0	
CAP 33 rates @ 34.80%	\$21,876								\$21,876	
Retirement @ 25.44%									\$0	
Flex Benefit Program @ 6.76%									\$0	
Employee Assistance @ .02%									\$0	
Ordinance Life Insurance @ .15%									\$0	
Medicare @ 1.14%									\$0	
Union Sponsored Benefits @ .03%									\$0	
Unused sick/vacation payout @ .94%									\$0	
Unemployment Claims @ .01%									\$0	
Workers Compensation @ 1.07%									\$0	
Carry Forward, negative @ (.76%)									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
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									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
									\$0	
<b>Personal Section Totals</b>	\$84,737	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$84,737	
<b>PERSONAL SECTION TOTAL</b>									\$84,737	





EDMUND G. BROWN JR.  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



## APPENDIX

### RFA PROCESS

#### UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM

Submitted by:

Office of the Los Angeles City Attorney  
200 North Main Street, Room 800  
Los Angeles, CA 90012  
(213) 978-8100

- Project Summary
- Operational Agreement
- Organizational Chart
- Noncompetitive Bid Request Checklist
- Other Funding Sources
- Prior, Current, and Proposed Cal OES Funding
- Project Service Area Information
- Job Description

## PROJECT SUMMARY

1. GRANT AWARD NO. UV 13047250

### 3. GRANT PERIOD

2. PROJECT TITLE Underserved Victim Advocacy & Outreach Program

10/01/2013 to 09/30/2014

### 4. APPLICANT

Name: Michael N. Feuer Phone: (213) 978-8100  
Address: 200 North Main St. Room 800 Fax #: (213) 978-8312  
City: Los Angeles Zip: 90012

### 5. GRANT AMOUNT

(this is the same amount as 10G of the Grant Award Face Sheet)

\$ 156,250

### 6. IMPLEMENTING AGENCY

Name: Office of the Los Angeles City Attorney Phone: (213) 978-8100 Fax #: (213) 978-8312  
Address: 200 N. Main St. Rm 800 City: Los Angeles Zip: 90012

### 7. PROGRAM DESCRIPTION

The Office of the LA City Attorney Underserved Victim Advocacy & Outreach Program (UVAOP) focuses on the needs of victims of robbery/assault, drunk driving, hit & run, domestic violence, sexual assault, child and elder abuse, hate crime as well as survivors of homicide victims in the underserved Lesbian, Gay, Bisexual, Transgender (LGBT) community of LA. Funds will pay for the salaries of (1) full-time victim service coordinator and (2) part-time contracted temporary workers, operating expenses (i.e. travel, printing, victim emergency fund & office supplies). Staff will be assigned to the City Attorney Central Office with plans to staff a field office part time. The program will utilize volunteers to assist staff in providing support services. Staff will meet the minimum standard entry-level qualifications. The office does not discriminate on the basis of disability in employment and access to its services.

### 8. PROBLEM STATEMENT

LA City covers a geographic service area of 485 square miles with a population of 3,819,702 million. Based on its population size, the LA City is ranked second in the nation for having the largest lesbian, gay, bisexual, and transgender (LGBT) community. While the exact LGBT population is unknown, it is estimated that approximately 5.6% of the City's residents are LGBT. Half of LGBT individuals experiencing violent crimes go unreported due to past negative experiences (including re-traumatization, violence, hostile attitudes, and lack of knowledge and cultural sensitivity of LGBT community) from law enforcement and service providers. Locally, the LA Gay Lesbian Center reported assisting 644 reports of hate violence in 2010, and 515 reports in 2011. As the LGBT population continues to grow, so should the obligation to meet their needs for improved safety, resources and advocacy.

### 9. OBJECTIVES

The UVAOP enhances the provision of services to victims of crime in the LGBT community in LA. UVAOP staff will assist victims of robbery/assault, survivor of homicide victims, drunk driving, hit&run, domestic violence, sexual assault, child & elder abuse & hate crime to recover from the psychological, emotional, and out-of-pocket financial losses incurred due to the injuries suffered as a result of the crime. UVAOP staff will allow victims to actively participate in the Criminal Justice System. The UVAOP will accomplish this objective through the delivery of services as outlined in the Project Narrative. The project will fund the salaries of (1) full time and (2) part time Temporary Victim Service Coordinators to provide services to 137 new victims of crime in its second year of operation.

**10. ACTIVITIES**

The UVAOP enhances the provision of services to victims of crime in the LGBT community in LA. The UVAOP staff will assist victims of robbery/assault, survivor of homicide victims, drunk driving, hit&run, domestic violence, sexual assault, child & elder abuse & hate crime to recover from the psychological, emotional, and out-of-pocket financial losses incurred due to the injuries suffered as a result of the crime. UVAOP staff will allow victims to actively participate in the Criminal Justice System. The UVAOP will accomplish this objective through the delivery of services as outlined in the Project Narrative. The project will fund the salaries of (1) full time Victim Service Coordinator and (3) part time Temporary Contracted Workers to provide services to 137 new victims of crime in its second year of operation.

**11. EVALUATION** (if applicable)

**12. NUMBER OF CLIENTS**

(if applicable)

137

**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	\$115,987	\$40,263		\$156,250
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Totals:</b>	\$115,987	\$40,263	\$0	\$156,250

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals      Date OA Signed (xx/xx/xxxx)      Dates of OA From:      To:

	List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	From:	to	Dates of OA To:
1.	Los Angeles Police Department	09/18/2012	10/01/2012	to	09/30/2015
2.	Los Angeles Gay and Lesbian Center	09/12/2012	10/01/2012	to	09/30/2015
3.				to	
4.				to	
5.				to	
6.				to	
7.				to	
8.				to	
9.				to	
10.				to	
11.				to	
12.				to	
13.				to	
14.				to	
15.				to	
16.				to	
17.				to	
18.				to	
19.				to	
20.				to	

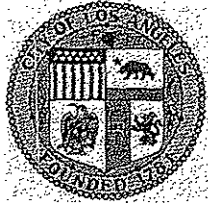
Use additional pages if necessary.

# Office of the Los Angeles City Attorney

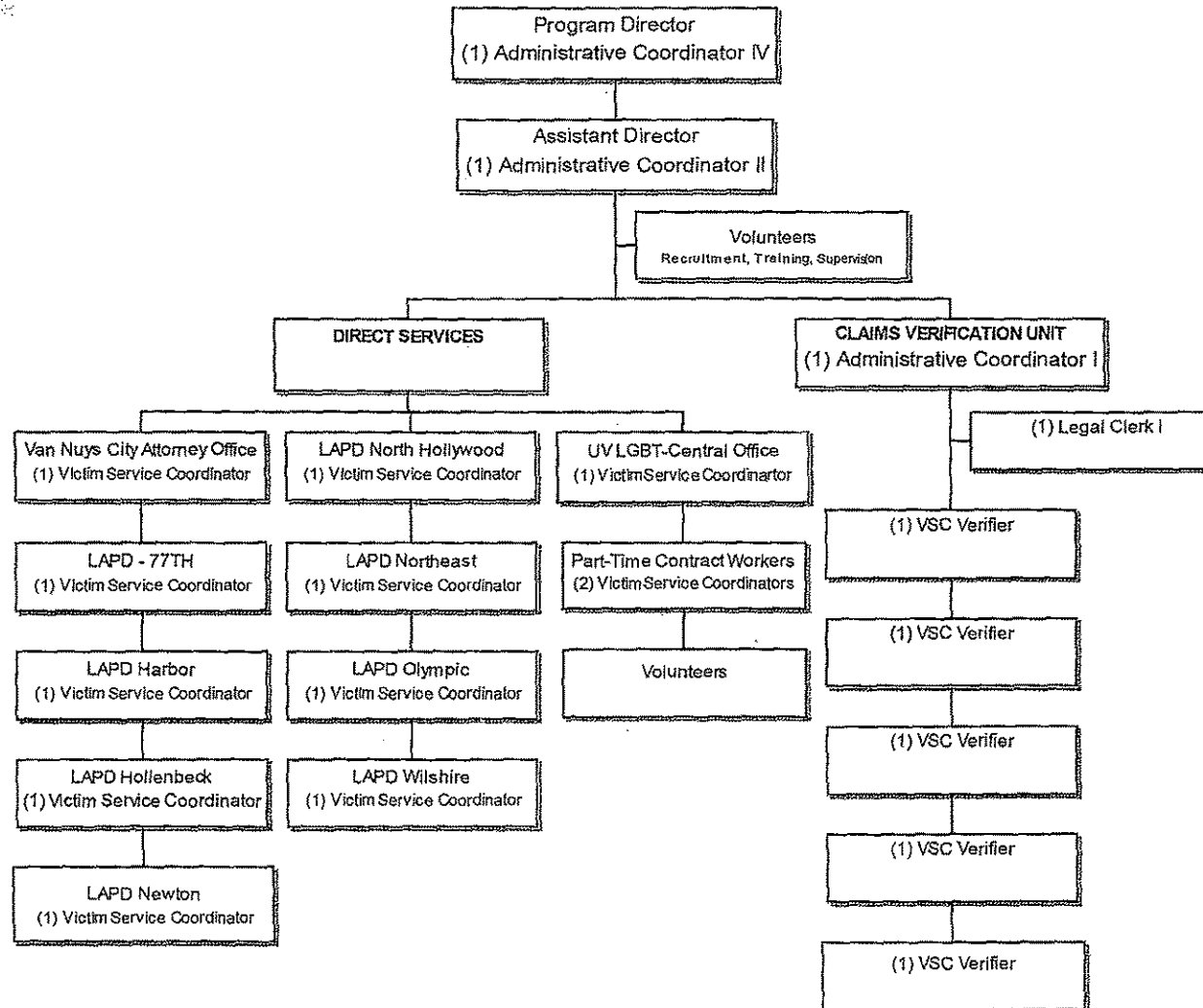
## Victim Assistance Program

### Organizational Chart

Rev. August 2013



Mike Feuer  
City Attorney





**NONCOMPETITIVE BID REQUEST  
CHECKLIST**

Has the applicant/recipient met the following requirements of the *Recipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<b><u>Section 3511</u></b>			
Do conditions exist that require a sole/single-source contract?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.1</u></b>			
Is a brief description of the program or project included?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.2</u></b>			
Was it necessary to contract noncompetitively?		<input type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input type="radio"/>	<input type="radio"/>
Is a justification provided regarding the need for contract?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.3</u></b>			
Is an explanation provided for the uniqueness of the contract?		<input type="radio"/>	<input type="radio"/>
<b><u>Section 3521.4</u></b>			
Are there time constraints impacting the project?		<input type="radio"/>	<input type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input type="radio"/>	<input type="radio"/>

### 3521 Justification Procedure – Contracts

**3521.1 Include a brief description of the program or project and the services being contracted:**

Grant Award No.: UV13047250

Grant Award Amount: \$ 125,000

Through grant funding, the Office of the Los Angeles (LA) City Attorney Underserved Victim Advocacy and Outreach Program (UVAOP) will focus on the needs of victims of robbery/assault, drunk driving, hit and run, domestic violence, sexual assault, child and elder abuse, hate crime as well as survivors of homicide victims in the underserved Lesbian, Gay, Bisexual and Transgender (LGBT) community of Los Angeles. Funds will be utilized to pay for the salaries of (1) full-time victim service coordinator employed by the Los Angeles City Attorney's Office; (3) part-time contracted temporary worker positionS (retained through JM Staffing Services); and operating expenses (i.e. travel, printing of brochures, victim emergency fund & office supplies).

The contracted victim services advocate will staff a field office part time. The contracted workerS will provide direct comprehensive services to victims of crime in the LGBT community pursuant to Penal Code 13835.5 (a). Among the services are: crisis intervention, emergency assistance, resource and referral, direct counseling, assistance in filing for the State Victims of Crime Compensation Program, orientation to the Criminal Justice System, property return assistance, case status, court support, and restitution assistance.

**3521.2 Explain the necessity to contract noncompetitively and how the price for the contract was determined, including:**

**a. Expertise of contractor:** JM Services has a record of providing highly qualified individuals capable of carrying out unique victim services for the City of Los Angeles for specialized populations, including mono-lingual, non-English speaking populations, deaf and hearing impaired, gang involved, etc. Some of the positions filled involve social workers with similar qualification requirements as the UVAOP contracted worker position. For example, JM placed temporary contracted staff into a social worker position with the Veterans Administration. This position requires knowledge, experience working with - and a demonstrated sensitivity toward - the LGBT community.

Contracted staff assigned to carry out contracted LGBT victim services undergo background checks and meet requirements to provide victim services as it relates to interfacing with the criminal justice system. Staff assigned have a willingness to undergo additional on-the-job training and complete the required state curriculum training for entry and advanced level victim advocates. In addition, a minimum of two years of appropriate education in behavior science, criminal justice or related curricula and/or experience in a position involving the provision of victim services, peer

counseling or equivalent social service skills, are met through JM staff filling the part-time position.

**b. Management capabilities to perform the tasks required:** JM has a proven track record providing bilingual, culturally sensitive personnel for victim assistance programs, which is a sensitive population demanding specialized services for vulnerable victims or crime. As it relates to the LGBT population, additional sensitivities include: higher rates of substance abuse and chemical dependency, feelings of unworthiness and self-deprecation, lack of societal integration, etc. JM provides personnel qualified in how to work with LGBT issues that may interfere or complicate service delivery following victimization.

**c. Contractor's responsiveness to need identified by the project:** The Contractor is able to provide immediate part-time workers who will meet the project's minimum hiring standards and who have the experience and qualifications to deliver services to victims in the LGBT community and assist the project in meeting its grant objectives. The contractor has a proven track record providing bilingual, culturally sensitive personnel for victim assistance programs, which is a sensitive population demanding specialized services.

**d. Contractor's relevant knowledge and experience:** The contractor has 30 years of experience in providing a staffing pool who have the necessary qualifications for the project's part time temporary worker positions. JM recently provided a temporary social worker position with LGBT qualifications to the Veteran's Administration.

**e. Justification of the reasonableness of the cost.** The following factors will be used in determining that the costs are justified:

**1. Cost information that has sufficient detail to support and justify the contract;** The contracted cost to hire a Temporary Contracted Workers for the project is \$23.20 per hour. This cost meets the reasonable costs for the position in light of the background, training, and experience provided by the contractor.

**2. Cost information for similar services with differences noted and explained;** Costs for similar services range from \$20 to \$50 per hour depending on the capabilities and fee structures of different services that are assessed based upon languages spoken, familiarity with LGBT victims' services, courtroom testimony competency, administrative duties, etc.

**3. Special factors affecting the cost of the contract.** The contract rate is reasonable given the unique services offered to this specialized population.

**3521.3 Explain the uniqueness of the contract, including:**

Due to a hiring freeze imposed by the City of Los Angeles, the project is unable hire new staffing and therefore must utilize a Temporary Agency Contractor to fill the vacant Victim Advocate position in a timely manner that satisfies the unique needs, functions,

demands, and responsibilities of the victim advocate position. This contracted service is required in order for the project to have the necessary staffing to meeting its grant objectives of delivering services to victims of crime in the LGBT community.

**3521.4 Explain any time constraints including:**

**a. When contractual coverage is required and why:** The contractual coverage is required for the duration of the grant period, October 1, 2013 through September 30, 2014, in order to hire the (3) Part Time Victim Advocate positions. This position is required to be filled during this period in order to meet project objectives to deliver needed services to 137 new victims of crime in the LGBT community of Los Angeles.

Due to a hiring freeze imposed by the City of Los Angeles, the project is unable hire new staffing and therefore must utilize a Temporary Agency Contractor to fill the vacant Victim Advocate position in a timely manner that satisfies the unique needs, functions, demands, and responsibilities of the victim advocate position. This contracted service is required in order for the project to have the necessary staffing to meeting its grant objectives of delivering services to victims of crime in the LGBT community.

**b. Impact on project if dates are not met; and/or c. Time required for another contractor to reach the same level of competence. Equate to dollars, if possible.** The use of the contractor is needed in order to meet hiring requirements in a timely manner. The hiring of the part time contracted workers is necessary in meeting the project objectives to provide needed services to victims in the LGBT community within the proscribed grant period of 12 months. The contractor has the available staffing pool with the qualifications of individuals who meet the requirements of the position. In addition, the contractor is already certified City of Los Angeles vendor, a process which can take up to 6 months – time which is not afforded under the grant period.

## OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the Cal OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

<b>OTHER FUNDING SOURCES</b>			
			<small>(Enter numbers without \$ or decimal points.)</small>
BUDGET CATEGORY	GRANT FUNDS <i>(Use only the grant funds identified in the preceding budget pages.)</i>	OTHER FUNDS	PROGRAM TOTAL
Personal Services	84,737	31,250	\$115,987
Operating Expenses	40,263	0	\$40,263
Equipment	0	0	\$0
<b>TOTAL</b>	<b>\$125,000</b>	<b>\$31,250</b>	<b>\$156,250</b>

This form does not become part of the grant award.

**PRIOR, CURRENT AND PROPOSED CalEMA FUNDING**

List all currently funded CalEMA projects and all CalEMA grants awarded to the applicant during the last five fiscal years. Include the fiscal year of operation, the grant number and the amount of Cal OES funding. For current and proposed grants that include positions funded by more than one Cal OES grant, list these personnel by title and the percentage of the position funded by Cal OES. The percentage of funding must not exceed 100 percent for any one individual.

Example				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	PERCENTAGE PAID BY OES
2005-06	DC05160010	\$50,000	Project Director	25%
2005-06	CE05089504	\$67,000	Project Director	25%
2005-06	MS05040550	\$68,000	Project Director	50%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% of CalEMA FUNDING
2008/09	VW08270190	\$808,279	1-Admin. Coord. IV 1-Admin. Coord. II 1-Sr. Vict. Service Coord. 10-Victim Service Coords. 2-Legal Clerk I	50% 100% 100% 100% 100%
2008/09	SE08157250	\$116,875	2-Victim Service Coords.	100%
2009/2010	VW09280190	\$856,817	1-Admin. Coord. IV 1-Admin. Coord. II 10-Victim Service Coords. 1-Legal Clerk I	50% 100% 100% 100%
2009/2010	SE09167250	\$144,375	2-Victim Service Coords.	100%
2009/2010	VS09017250	\$20,429	None	N/A
2010/2011	VW11300190	\$856,817	1-Admin. Coord. IV 1-Admin. Coord. II 9-Victim Service Coords. 1-Legal Clerk I	50% 100% 100% 100%

PRIOR, CURRENT AND PROPOSED CalEMA FUNDING				
FISCAL YEAR	GRANT NUMBER	GRANT AMOUNT	PERSONNEL BY TITLE	% of CalEMA FUNDING
2010/2011	UV10 01 7250	\$125,000	1-Victim Service Coord.	100%
2011/2012	VW1130019	\$862,338	1-Admin. Coord. IV 1-Admin. Coord. II 9-Victim Service Coords. 1-Legal Clerk I	50% 100% 100% 100%
2011/2012	UV11027250	\$125,000	2-Victim Service Coords.	100%
2012/2013	VW12310190	\$862,338	1-Admin. Coord. IV 1-Admin. Coord. II 9-Victim Service Coords. 1-Legal Clerk I	50% 100% 100% 100%
2012/2013	UV1203750	\$116,420	1-Victim Service Coord.	100%

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Los Angeles

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

25, 27, 28, 29, 30\*, 31\*, 32, 33\*, 34\*, 35, 36, 37, 39, 46

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

37, 38, 39, 40, 41, 42\*, 43, 44, 45\*, 46\*, 47, 48, 51, 52, 53, 54, 55

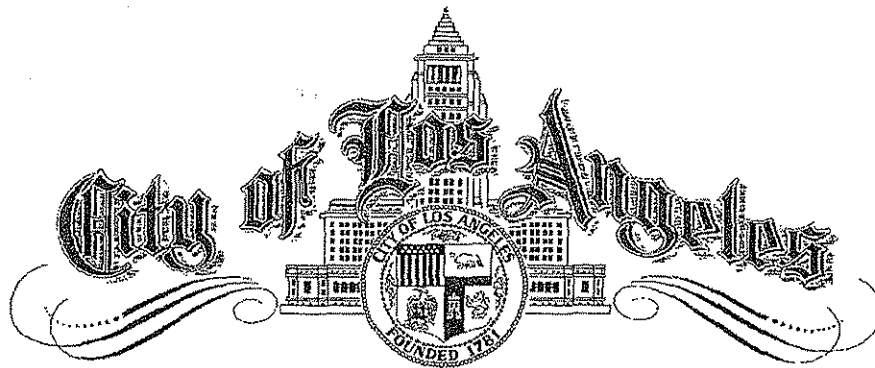
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

17, 20, 21, 22\*, 23, 24, 25, 26\*, 27, 28, 29, 30

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

4,018,080





**MICHAEL N. FEUER**  
CITY ATTORNEY

**JOB DESCRIPTION**  
**Underserved Victim Advocacy Outreach Program**  
**Grant-Funded Temporary Part-Time Position**

**VICTIM ASSISTANCE PROGRAM**

**SECTION:**

The Victim Assistance Program is grant-funded by the California Emergency Management Agency (Cal EMA). The Program provides comprehensive services to victims and witnesses of crimes.

The Victim Assistance Program has received an Underserved Victim (UV) Advocacy Outreach Grant Award from the California Emergency Management Agency (Cal EMA), to operate a UV advocacy outreach program which provides services specifically to the Lesbian, Gay, Bisexual, Transgender (LGBT) Community.

**DUTIES AND**

**RESPONSIBILITIES:**

The responsibilities of the LGBT Witness Service Coordinators include:

- Processing state forms and representing victims at Board of Control hearings when necessary;
- Screening cases referred by law enforcement, prosecutors, LGBT Community Center, hospitals, schools and/or other agencies/organizations;
- Referring victims to appropriate community agencies and serving as a liaison between victims and agencies;
- Explaining court procedures, providing court escort services and arranging transportation for victims and witnesses;
- Preparing monthly statistical reports;

- Answering public inquiries regarding the program; and
- Contacting victims to assess their needs and determine their eligibility for various kinds of assistance.

**REQUIREMENTS:**

In accordance with the California Penal Code Section 13835.10, the following requirements must be met:

Must have the ability to demonstrate sensitivity to the LGBT community.

A minimum of two years of appropriate education in behavior science, criminal justice or related curricula and/or experience in a position involving the provision of victim services, peer counseling or equivalent social service skills, which would provide the required knowledge, skills and abilities to meet the program's needs.

A valid California Driver License;

The ability to communicate effectively, orally and in writing, with criminal justice agencies, individuals, groups and public, private and governmental agencies;

The ability to communicate and deal effectively with LGBT individuals and groups under stressful situations;

Must be able to work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances; and

The ability to successfully complete the required 40 hours of entry level training and 40 hours of advanced level training administered by the State.

The Witness Service Coordinator must also be able to work effectively with the public, pay close attention to detail, have initiative and the ability to exercise independent judgment, and work well under pressure and time deadlines. Reliable attendance and punctuality are also required. Applicants must be proficient in the operation of personal computer equipment.

**DESIRED**

**QUALIFICATIONS:**

Knowledge and experience in working with the LGBT community is preferred.

**POSITION FUNDING:**

These positions are funded through the State of California. Information regarding funding will be discussed with each applicant.