


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0087

Date: January 16, 2020

To: The Mayor
The Council

Attn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM FROM OCTOBER 2019 THROUGH SEPTEMBER 2020**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$218,750 from the California Governor's Office of Emergency Services (Cal OES) for the period from October 1, 2019 through September 30, 2020 for the Fiscal Year (FY) 2019-20 Underserved Victim Advocacy and Outreach Program (UVAOP) grant. This is the fourth year of a five-year grant cycle. Funding is provided by the federal Victims of Crime Act funds on a reimbursement basis to support crime victims within the lesbian, gay, bisexual, and transgender (LGBT) community in Los Angeles.

The total program cost for the FY 2019-20 UVAOP grant is \$230,235, of which \$218,750 is reimbursable: \$185,419 for personnel; \$31,134 for contractual services; \$1,584 for travel; \$413 for office expenses, and \$200 for victim emergency funds. An in-kind match of \$11,485 will be required and fulfilled by the City through UVAOP program volunteer hours at State-accepted rates. Personnel costs are further distributed, as follows: \$3,179 for one Administrative Coordinator IV, \$98,638 for two Witness Service Coordinators, and \$83,602 in related costs. Funding and position authority for the Administrative Coordinator IV is already provided in the 2019-20 Adopted Budget. Position authority for the two Witness Service Coordinators are requested in this report; funding will be fully provided by the FY 2019-20 UVAOP grant. Accordingly, there will be no further impact to the General Fund.

As a participant in the Phase II eCivis Grants Management Program, the City Attorney's Office submitted the Grant Acceptance Packet for review and analysis by the CAO Grants Oversight Unit.

This Office reviewed the Packet for completeness, conducted a concise analysis, and prepared a Fiscal Impact Statement. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Grant Award Notification and Acceptance
- Grant Project Cost Breakdown

If you have any questions regarding the Packet, please contact Samantha Jew at (213) 473-7581.

RHL:EFR:SJ:04200088

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: September 9, 2019	
Grant Award Title: Underserved Victim Advocacy and Outreach Program		Grant Amount: \$218,750 Prior Grant Award(s): \$175,000	
Awarding Agency: California Office of Emergency Services			
Grant Agreement Number/Reference: CF 11-0255		Performance Start Date: October 1, 2019	Performance End Date: September 30, 2020
Purpose: The Office of the City Attorney is requesting authority to accept \$218,750 in funding for the fourth year of a five-year grant funding cycle under the Underserved Victim Advocacy and Outreach Program (UVAOP). Grant funding is provided from the Victims of Crime Act (VOCA), which is passed through the California Office of Emergency Services (CalOES). This grant period marks Year Four of the grant cycle with a grant performance period of October 1, 2019 through September 30, 2020. Grant funding will continue to provide crime victim support services for lesbian, gay, bisexual, and transgender (LGBT) residents in the City of Los Angeles.			

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 requests authority to accept \$218,750 in grant funding for the fourth year of a five-year grant funding cycle under the Underserved Victim Advocacy and Outreach Program (UVAOP). Funding is provided from the Victims of Crime Act (VOCA) and pass through the California Office of Emergency Services (CalOES). The UVAOP provides services to victims of crimes in the lesbian, gay, bisexual, and transgender (LGBT) community. Services include assisting crime victims in the recovery of psychological, emotional, and out-of-pocket financial losses incurred as a result of the crime, as well as increasing victim involvement in the court process of the criminal justice system.

The total cost of the program is \$230,235, of which the City will be reimbursed \$218,750 according to the following distribution: \$101,817 in salary costs, \$83,602 in related costs, \$31,134 in contractual costs, \$1,584 in travel, \$413 in office and administrative expenses, and \$200 in emergency funds for victims. Of the \$101,817 amount allocated to salary costs, \$3,179 will fund an existing Administrative Coordinator IV, and \$98,638 for two new Witness Service Coordinators. Funding for contractual services will be utilized to hire Witness Service Coordinators for a limited period of time prior to approval and employment of full-time Witness Service Coordinators in 2020. The City is required to contribute an in-kind match amount of \$11,485, which the City will satisfy through UVAOP volunteer hours using a standard rate of \$15 per hour.

(Continued on Page 3)

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 approval from the Mayor:

1. Approve and authorize the City Attorney, or designee, to accept and execute the Underserved Victim Advocacy and Outreach Program (UVAOP) grant award between the City of Los Angeles and the California Office of Emergency Services in the amount of \$218,750 for the period of October 1, 2019 through September 30, 2020, subject to the approval of the City Attorney as to form;
2. Authorize employment authority for two Witness Service Coordinator I (Class Code 0531) resolution authority positions in the Office of the City Attorney's Office for the period of January 1, 2020 through December 31, 2020;
3. Authorize the Controller to:
 - a. Establish a receivable in the amount of \$218,750 within Fund 368, Department 12;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12S412 – UVAOP Grant Program - \$218,750;
 - c. Transfer \$61,089 from Fund 368, Department 12, Account 12S412 to Fund 100, Department 12, Account 001010, Salaries, General; and,
 - d. Transfer, upon receipt of grant funds, transfer up to \$83,602 from Fund 368, Department 12, Account 12S412 to Fund 100, Department 12, Revenue Source Code 5346, Related Cost-Reimbursements – Grants, to reimburse fringe benefits and indirect costs;

(Continued on Page 4)

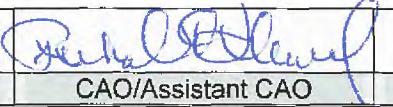
12. Fiscal Impact Statement

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):

There is no General Fund impact associated with the recommendations in this report. The total cost of the Underserved Victim Advocacy and Outreach Program is \$230,235, of which \$218,750 will be reimbursed by the California Office of Emergency Services. Reimbursable expenses include \$185,419 for personnel costs (\$101,817 for direct costs and \$83,602 for related costs), \$31,134 for contractual services, \$1,584 for travel, \$413 for office and administrative supplies, and \$200 for emergency funds for victims. The remaining balance of \$11,485 will be matched in-kind by the City through UVAOP volunteer hours at the State-accepted rate of \$15 per hour.

(Continued on Page 5)

			1/15/20
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (continued)

Resolution authority for the two Witness Service Coordinators is requested through Recommendation No. 2 included in this report. The General Fund already includes funding to support the Administrative Coordinator IV, and grant costs are expected to fully cover the cost of the two new positions. As such, there is no expected General Fund impact.

It should be noted that the recommendations in this report differ from the recommendations made in the City Attorney's transmittal dated November 19, 2019. The recommendations provided in the City Attorney's transmittal include instructions applicable to another grant. Instructions have been revised in this report to reflect the appropriate grant recommendations. The City Attorney's Office concurs with these changes.

11. Recommendations (continued)

4. Instruct the City Clerk to place on the Council calendar on July 1, 2020, the following action relative to the FY2019-20 UVAOP Grant:

“That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$40,727 from Fund 368, Department 12, Account 12S412 – UVAOP Grant program to Fund 100, Department 12, Account 001010, Salaries, General.”

5. Authorize the City Attorney, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

12. Fiscal Impact Statement (continued)

Funding for the City Attorney Administrative Coordinator is available in the 2019-20 Adopted Budget, and funding for the two requested Witness Service Coordinators will be provided in full by the Fiscal Year 2019-20 Underserved Victims Advocacy and Outreach Program. The recommendations in this report comply with the City's Financial Policies in that grant-related expenses will be funded by grant funds.



MICHAEL N. FEUER
CITY ATTORNEY

To: 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

From: Janette Flintoft, Grants Director 

Date: November 19, 2019

Re: Underserved Victim Advocacy & Outreach Program (UVAOP) Grant for
Fiscal Year 2019 - 2020 (Continuation of Funding, Council File No. 11-0255)

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$218,750 awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. Now in its fourth year of a five year grant cycle, this award will provide reimbursable funding for contract personnel from October 1, 2019 through September 30, 2020 to continue providing crime victim support services for lesbian, gay, bisexual, and transgender (LGBT) residents in the City of Los Angeles, who experience unique challenges related to social issues, discrimination, and violence. This includes orienting LGBT victims to the criminal justice system and supporting them throughout the court process.

During the past year (July 2018 – June 2019), staff served **339** new LGBT crime victims, through the following services: **325** assists with filing for California Victim Compensation Board applications, of which **78** applications were filed; **80** crisis counselings/interventions; **24** criminal justice supports/advocacy; and **277** follow-ups and information referral to resources. Additionally, UVAOP staff documented at least **63** outreach/educational presentations conducted towards raising awareness regarding direct services to unserved/underserved victims, distributed **5,116** brochures, conducted **214.5** hours of training, and met its Year Three program goal of serving **166** new LGBT crime victims.

cc: Richard Llewellyn, CAO
Bryan Oh, 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"/> Suballocation	
Grants Coordinator:	Jenette Flintoft	E-Mail:	jenette.flintoft@lacity.org
Project Manager:	Derek Tennell	E-Mail:	derek.tennell@lacity.org
Department/Bureau/Agency:	City Attorney	Phone:	213-978-8100
		Phone:	213-978-4518
		Date:	11/21/2019

Grant Information			
Name of Grantor:		Pass Through Agency:	
VOCA		Cal OES	
Grant Program Title:		Notification of Award Date:	
19-20 Unserved/Underserved Victim Advocacy and Outreach (UV) Program RFA		09/09/2019	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	Competitive/Discretionary	Reimbursement	CFDA#: 11-0255
			Other ID#:
			eClavis ID#:
Match Requirement:	Yes	Amount:	\$11,485.00
Match Type:	In-Kind	%Match:	7
Identify Source of Match:			
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	218,750	\$11,485.00	
			Total Project Budget:
			290,235

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	101,817			Program Director; Two Advocates
Fringe Benefits	46,958			
Indirects	36,644			Cap 39
Materials/Supplies				
Office Supplies	413			General Supply
Travel	1,584			Training
Contractual Services				
Contractual Services	31,134	\$0.00		Contracted Advocates pending conversion to FTEs in 2020
Other				
Volunteers Hours		11,485		In-Kind volunteers @ \$25/hr
Emergency Cash	200			Petty Cash
Total	218,750	\$11,485.00		

Approved Project			
Descriptive Title of Funded Project: Unserved/Underserved Victim Advocacy & Outreach (UVAOP) FY 19-20			
Performance Period Start/End Dates (Month/Day/Year):		Citywide: All	
Start: 10/01/2019	End: 09/30/2020	Affected Council District(s): All	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency): LAPD			
Identify External Partners: LA Gay and Lesbian Center, sexual assault victim agencies, domestic violence victim agencies, Legal Aid Foundation of Los Angeles, and local crime victim service agencies.			

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.
The Program will receive \$218,750 in annual funding for Year Four (FY 19-20) of a five year grant cycle, contingent upon satisfactory program performance and subject to availability of funds. A required match will be satisfied through volunteer hours. The grant amount will provide for two full-time contractual LGBT Witness Service Coordinators (victim advocates) for three months, who will then convert to permanent FTEs. 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.

Recommendations

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 (such as contract and position authorities).

1. Authorize the City Attorney or designee to execute the grant agreement between the CalOES and the City Attorney's Office;
2. Authorize the City Attorney or designee to accept grant funding in the amount of \$218,750 from CalOES;
3. Resolve an employment authority in the City Attorney's Office for the period January 1, 2020 to December 31, 2020, for two Witness Service Coordinator I (0531) positions are approved;
4. That the City Council, subject to the approval of the Mayor, authorize the Controller to:
 - a. Establish a receivable for this program by \$1,585,200 from CalOES;
 - b. Establish a new appropriation account within Fund 368, as follows:

Account	Title	Amount
12S321	Victim Assistance XC Program CY 2020	\$1,585,200
5. Transfer \$181,825 from Fund 368/12, Account 12S321 to Fund 100/12, Account 001010 Salaries General.
6. Upon receipt of grant funds, transfer up to \$288,592 from Fund 368/12, Account 12S321 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursement - Grants to reimburse for the fringe benefits and indirect costs.
7. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2020, the following action relative to the County Victim Services (XC) Program CY 2020:
 "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$181,825 from Fund 368, Department 12, Account 12S321 Victim Assistance XC to Fund 100/12, Account 001010 Salaries General."
8. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

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.

For FY 2019/20, the total UVAOP program cost is \$230,235, for which CalOES will reimburse \$218,750 to the City as follows: \$31,134 in contractual services for FTE contracted Witness Service Coordinators who will move to FTE positions in 2020, \$1,584 in Travel, \$413 in Office and Administrative expenses and \$200 in Emergency Funds for victims. The required match of \$11,485 will be satisfied through the UVAOP program volunteer hours, using State accepted standard rates. There is no general fund impact to accept this award.

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

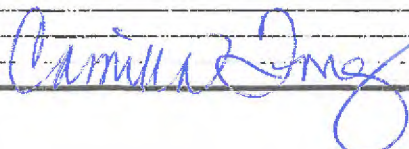
Department Head Name: _____ Department Head Signature: _____ Date: _____

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: 1/15/2020

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

Grant Name: Underserved Victim Advocacy and Outreach Grant Project Breakdown	Additional Costs**			Department:	Comments
	Grant Funds	City Funds	Non-City Funds	Total	
Salaries					
1010 Salaries General	101,817			101,817	
1020 Salaries Grant Reimbursed				-	
Other Volunteer Hours			11,485	11,485	volunteer hours @ \$15/hr
1090 Overtime				-	
Salaries Total:	\$ 101,817	\$ -	\$ 11,485	\$ 113,302	
Related Costs*					
		CAP Rate			
Fringe Benefits	46,958	46.12%		46,958	
Department Administration	23,866	23.44%		23,866	
Central Services	12,778	12.55%		12,778	
Related Costs Total:	\$ 83,602		\$ 0	\$ 83,602	
Expense					
2120 Printing & Binding	-			-	
2130 Travel & Training	1,584			1,584	
3040 Contractual Services	31,134			31,134	
3310 Transportation	-			-	
4160 Governmental Meetings	-			-	
6010 Office Supplies	413			413	
6020 Operating Supplies	-			-	
7300 Equipment	-			-	
Other Emergency Fund	200			200	
				-	
				-	
Expenses Total:	\$ 33,331	\$ -	\$ -	\$ 33,331	
Grand Total:	\$ 218,750	\$ -	\$ 11,485	\$ 230,235	
<p>*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.)</p> <p>**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.</p>					

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

Department: City Attorney			Grant Funding				Other Funding Sources				Comments
Project Name: Underserved Victim Advocacy and Outreach			No.	Cost	City		Non-City				
Job Classification	Total New	Existing			Reimbursable* No.	Cost	No.	Cost	No.	Cost	
Administrative Coordinator IV	1	1		3,179	1	3,179			12 months		
Witness Service Coordinator	2	2		98,638	5	98,638			12 months		
Total:				101,817		101,817		0			

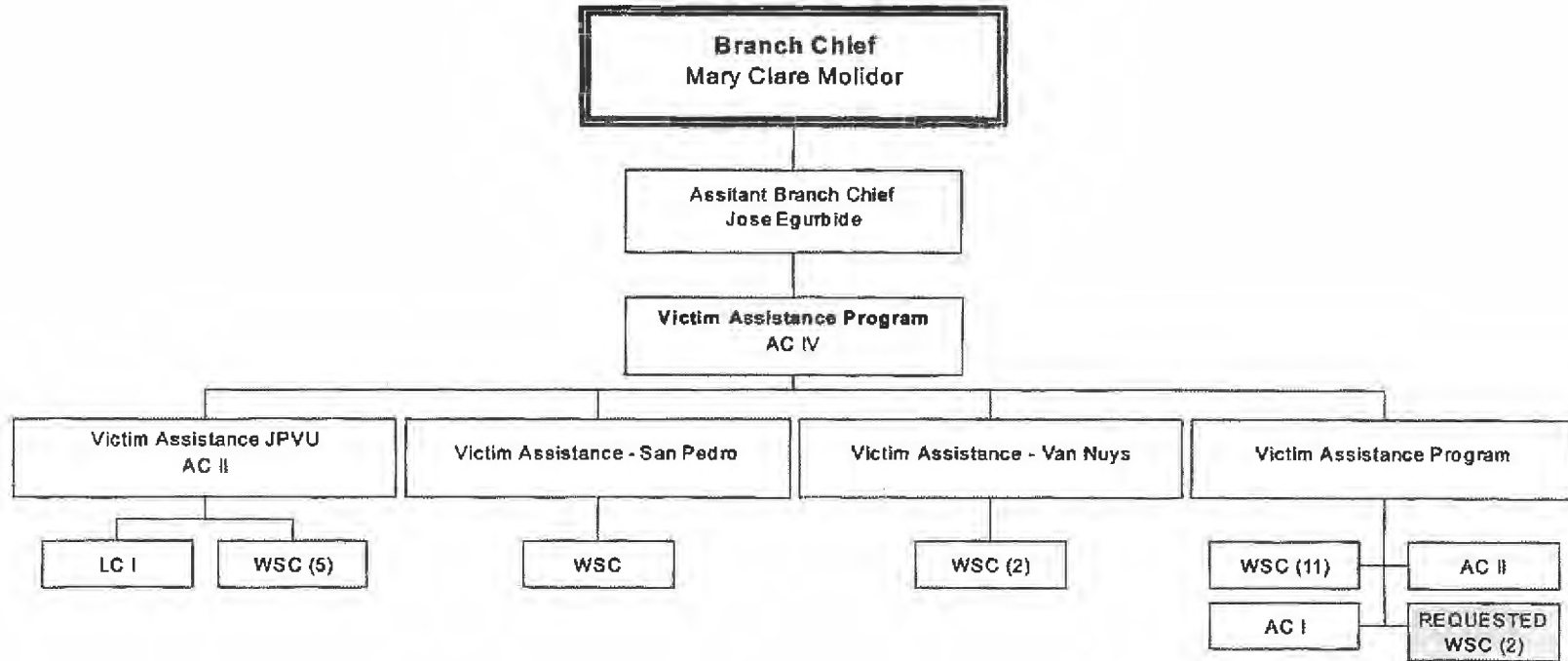
Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs 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.

Criminal & Special Litigation Branch

Victim Assistance Program

FY 19-2020 UV Grant



POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code: Witness Service Coordinator	3. Present Salary or Wage Rate: 24.10
4. Reason for Preparing Description:		Date Prepared
<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		11/06/19
5. Location of office or place of work: 221 N Figueroa St Suite #100 Los Angeles, Ca 90012	6. Name of Department <u>City Attorney -1204</u> Division <u>000</u> Section _____	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:		
Name <u>Derek Tennell</u>		Title <u>Program Director</u>
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
	<input type="checkbox"/> - Processing state forms and representing victims at Victim Compensation Board hearings when necessary; <input type="checkbox"/> - Screening cases referred by law enforcement, prosecutors, hospitals, schools and/or other community agencies/organizations; - Referring victims to appropriate community agencies and serving as a liaison between victims and agencies; <input type="checkbox"/> - Explaining court procedures, providing court escort services and arranging transportation for victims and witnesses; <input type="checkbox"/> - Preparing monthly statistical reports; <input checked="" type="checkbox"/> - Answering public inquiries regarding the program; - Contacting victims to assess their needs and determine their eligibility for various kinds of assistance; <input type="checkbox"/> - Conducting presentations about program services to community agencies and criminal justice organizations.	
9. How long have the duties been substantially as described above? <u>40 years</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>0%</u>		
12. Indicate the number of employees supervised by class titles. N/A		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____	Date <u>11/06/19</u>	Phone No. <u>(213) 978-4518</u>

