

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0085

Date: June 19, 2019

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: 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 2018 THROUGH
SEPTEMBER 2019**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$175,000 from the California Office of Emergency Services for the period from October 1, 2018 through September 30, 2019 for the Underserved Victim Advocacy and Outreach Program. Grant funding to the City will allow the City Attorney's Office to provide crime victim support services to lesbian, gay, bisexual, and transgender (LGBT) City residents who experience unique challenges to social issues, discrimination, and violence. 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
- Department Request for Acceptance of Grant Award
- Notification of Application Approval

If you have any questions regarding the Grant Acceptance Packet, please contact Sharon Lee at (213) 978-7629.

RHL:EFR:SCL:04190181a

Attachments

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

Recipient City Department: Office of the City Attorney		Award Notification Date: May 23, 2019	
Grant Award Title: Underserved Victim Advocacy and Outreach Program		Grant Amount: \$175,000 Prior Grant Award(s): \$262,500	
Awarding Agency: California Office of Emergency Services			
Grant Agreement Number/Reference: CF 11-0255	Performance Start Date: October 1, 2018	Performance End Date: September 30, 2019	
Purpose: The City Attorney's Office is requesting authority to accept \$175,000 in funding for the third 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). The grant period for Year Three of the grant cycle is from October 1, 2018 through September 30, 2019. Grant funding will provide continuing 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.			

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 \$175,000 in the third year of a five-year grant funding cycle under the Underserved Victim Advocacy and Outreach Program (UVAOP). These funds originate from the Victims of Crime Act (VOCA) and pass through the California Office of Emergency Services (CalOES). The UVAOP provides services to victims of crime in the underserved lesbian, gay, bisexual, and transgender (LGBT) community, with the goal of assisting victims in recovering from the psychological, emotional, and out-of-pocket financial losses incurred as a result of the crime, as well as increasing the victims' involvement in the criminal justice system.

The total cost of the program is \$184,625, of which \$175,000 will be reimbursed to the City as follows: \$168,480 in contractual services; \$3,000 in travel; \$2,320 in office and administrative expenses; and \$1,200 in emergency funds for victims. A total of \$9,625 reflects the City's requirement to provide an in-kind match contribution in the form of community volunteers using State-accepted standard rates, which will be satisfied through UVAOP volunteer hours. There is no General Fund impact in accepting this award.

11. Recommendations

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

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


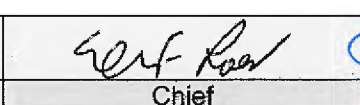
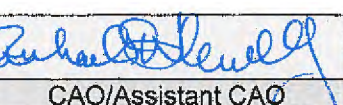
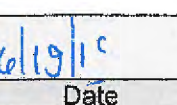
1. Approve and authorize the City Attorney, or his designee, to accept and execute the Underserved Victim Advocacy and Outreach Program grant award between the City of Los Angeles and the California Office of Emergency Services in the amount of \$175,000 for the period of October 1, 2018 through September 30, 2019, subject to the approval of the City Attorney as to form;
2. Authorize the Controller to :
 - a. Establish a receivable in the amount of \$175,000 within Fund 368, Department 12;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12R401 - FY 18-19 UVAOP Grant Program - \$175,000; and,
3. Authorize the City Attorney 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.

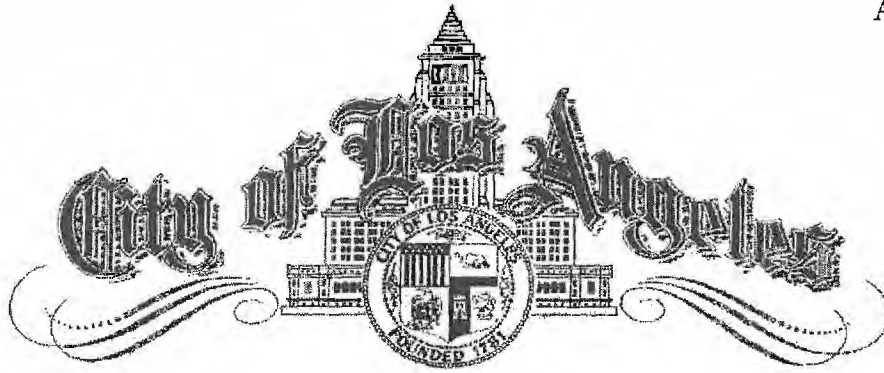
12. Fiscal Impact Statement

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

The total cost of the Underserved Victim Advocacy and Outreach Program is \$184,625, of which \$175,000 will be reimbursed by the California Office of Emergency Services consisting of expenses for contractual services, travel, office and administrative, and an emergency fund for victims. There is no General Fund impact associated with acceptance of this award. Approval of the recommendations within this report complies with the City's Financial Policies in that budget appropriations will be balanced against receipts expected from this grant.

Doc. 04190181

 CAO Analyst	 Chief	 CAO/Assistant CAO	 Date
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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: Leela Kapur, Chief of Staff *LF*

Date: May 23, 2019

Re: Underserved Victim Advocacy & Outreach Program (UVAOP) Grant for
Fiscal Year 2018-2019 (Continuation of Funding, Council File No. 11-0255)

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$175,000 awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. Now in its third year of a five year grant cycle, this award will provide reimbursable funding for contract personnel from October 1, 2018 through September 30, 2019 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.

UVAOP assists LGBT victims of all types of crime to assist them to recover from psychological, emotional, and out-of-pocket financial losses incurred as a result of crime. This includes orienting LGBT victims to the criminal justice system and supporting them throughout the court process.

During the past year (July 2017 – June 2018), staff served **246** new LGBT crime victims, through the following services: **203** assists with filing for California Victim Compensation Board applications, of which **70** applications were filed; **6** crisis counseling/intervention; **25** criminal justice support/advocacy; and **282** follow-ups and information referral to resources. Additionally, UVAOP staff documented at least **31** outreach/educational presentations conducted towards raising awareness regarding direct services to unserved/underserved victims, distributed **2,913** brochures, and conducted **65.5** hours of training. The UVAOP program met its Year Two program goal of serving **158** new LGBT crime victims.

The goals for Year Three include a 5% increase in the number of LGBT victims served from 158 to 166; the recruiting, training, and supervising six new student interns/volunteers; implementing an outreach campaign to raise awareness regarding victim services available to the LGBT community; and distributing 450 LGBT specific brochures/mini-outreach cards,

cc: Richard Llewellyn, CAO
Sharon Lee, CAO
Derek Tennell



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:	Janette Flintof	E-Mail:	janette.flintof@lacity.org
Project Manager:	Derek Tennell	E-Mail:	derek.tennell@lacity.org
Department/Bureau/Agency:	City Attorney	Date:	5/23/2019

Grant Information			
Name of Grantor:		Pass Through Agency:	
Victims of Crime Act Funds		Cal OES	
Grant Program Title:		Notification of Award Date:	
2018-19 Unserved/Underserved Victim Advocacy and Outreach (UV) Program		10/01/2018	
Funding Source (Public / State)	Grant Type:	Funds Disbursement:	Agency's Grant ID:
	Non-Competitive/Formula	Reimbursement	CFDA#: 11-0255
			Other ID#:
			eCivis ID#:
Match Requirement:	Yes	Amount:	\$9,625.00
Match Type:	In-Kind	Identify Source of Match:	%Match
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$175,000.00	\$9,625.00	Total Project Budget:
			\$184,625.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Volunteer Hours	0	\$9,625.00		(In-Kind)
Materials/Supplies				
Office Supplies	\$2,320.00	\$0.00		Office Supplies
Travel				
Travel & Training	\$3,000.00	\$0.00		Travel & Training
Contractual Services				
Victim Advocates	\$168,480.00	\$0.00		Victim Advocates
Other				
Emergency Fund	\$1,200.00	\$0.00		Emergency Fund
Total	\$ 175,000.00	\$9,625.00		

Approved Project			
Descriptive Title of Funded Project: Unserved/Underserved Victim Advocacy & Outreach (UVAOP)			
Performance Period Start/End Dates (Month/Day/Year):			
Start:	10/01/2018	End:	09/30/2019
		Citywide: Yes	
		Affected Council District(s): All	
		Affected Congressional District(s):	
Purpose: To provide victim assistance services to the LGBT community throughout Los Angeles.			
Identify Internal Partners (City Dept/Bureau/Agency): LAPD			
Identify External Partners: community based non-profits			

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.
Grant funding will enable continuing 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 is Year Three of a five year grant cycle.

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. APPROVE the Underserved Victim Advocacy & Outreach award and authorize the City Attorney or his designee to execute the grant award between the City and Cal OES for the period of October 1, 2018 to September 30, 2019, subject to City Attorney review and approval as to form.
2. AUTHORIZE the City Attorney or designee to accept the grant award in the amount of \$175,000 for funding the UVAOP for the period of October 1, 2018 to September 30, 2019.
3. AUTHORIZE the Controller to:
 - a. Establish a receivable for this program in the amount of \$175,000 from the California Office of Emergency Services (Cal OES);
 - b. Establish the appropriation account within Fund No. 368 as follows:

Account Title	Amount
12R401 UVAOP Grant Program	\$175,000.
4. AUTHORIZE the City Administrative Officer, or designee, to approve the Certificate of Assurance of Compliance
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.

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.

There is no General Fund impact to accept this award. The total cost FY 2018-19 is \$184,625, of which \$175,000 will be reimbursed by Cal OES. The remaining balance will be satisfied through in kind volunteer hours totalling \$9,625 to meet the state's required match (for which the City successfully secured a reduction from 26% to 5.213%).

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:

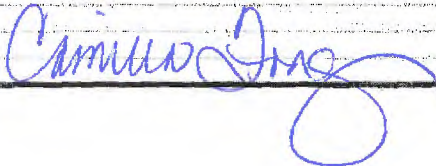
<input type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
<input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input type="checkbox"/> Copy of Grant Agreement (if applicable)
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input checked="" type="checkbox"/> Additional Documents (if applicable)
Department Head Name: _____	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: 6/18/19

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

Grant Name: Underserved Victim Advocacy and Outreach		Additional Costs**			Department:	
		Grant Funds	City Funds	Non-City Funds	Total	Comments
Grant Project Breakdown						
Salaries						
1010 Salaries General					-	
1020 Salaries Grant Reimbursed					-	
Other Volunteer Hours				9,625	9,625	volunteer hours @ \$15/hr
1090 Overtime					-	
Salaries Total:		\$ -	\$ -	\$ 9,625	\$ 9,625	
Related Costs*						
	CAP Rate					
Fringe Benefits	46.12%				-	
Department Administration	23.44%				-	
Central Services	12.55%				-	
Related Costs Total:		\$ -	\$ 0	\$ 0	\$ 0	
Expense						
2120 Printing & Binding					-	
2130 Travel & Training		3,000			3,000	
3040 Contractual Services		168,480			168,480	
3310 Transportation					-	
4160 Governmental Meetings					-	
6010 Office Supplies		2,320			2,320	
6020 Operating Supplies					-	
7300 Equipment					-	
Other Emergency Fund		1,200			1,200	
					-	
					-	
Expenses Total:		\$ 175,000	\$ -	\$ -	\$ 175,000	
Grand Total:		\$ 175,000	\$ -	\$ 9,625	\$ 184,625	
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)						
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.						

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

Department: City Attorney			Other Funding Sources								Comments
Project Name: Underserved Victim Advocacy and Outreach			City				Non-City				
Job Classification	Total	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		No.	Cost	
	New		No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Total:				0	0	0	0	0	0	0	
<p>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.</p> <p>**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.</p>											

EDMUND G. BROWN JR.
GOVERNOR



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Lizzie
MARK S. GHILARDUCCI
DIRECTOR

December 17, 2018

Derek Tennell, Program Director
Los Angeles, City of
221 North Figueroa Street, Suite #100
Los Angeles, CA 90012-2639

Subject: NOTIFICATION OF APPLICATION APPROVAL
Unserved/Underserved Victim Advocacy and Outreach Program
Subaward #: UV18 03 7250, Cal OES ID: 037-44000

Dear Mr. Tennell:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$175,000, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

3650 SCHRIEVER AVENUE • MATHER, CALIFORNIA 95655
VICTIM SERVICES & PUBLIC SAFETY BRANCH
TELEPHONE: (916) 845-8301