

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0077

Date: July 29, 2016

To: The Mayor  
The CouncilAttn: Mandy Morales, Mayor's Office  
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE  
UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM (UVAOP)  
AWARD THROUGH THE CALIFORNIA OFFICE OF EMERGENCY SERVICES**

Attached is the Grant Acceptance Packet for the California Office of Emergency Services (CalOES), Underserved Victim Advocacy and Outreach Program (UVAOP) sub-award in the amount of \$175,000 received by the City Attorney's Office. Funding is provided from the Victims of Crime Act (VOCA), which is passed through CalOES. The sub-recipient award to the City will allow the City Attorney's Office to provide 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. As a participant in the Grants Pilot Program, this department submitted the packet for review and analysis by the CAO Grants Oversight Unit and the appropriate CAO Analyst.

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

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

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

Attachments

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

<b>Recipient City Department:</b> Office of the City Attorney		<b>Award Notification Date:</b> March 2016	
<b>Grant Award Title:</b> Underserved Victim Advocacy and Outreach Program		<b>Grant Amount:</b> \$175,000 <b>Prior Grant Award(s):</b> \$4,733	
<b>Awarding Agency:</b> California Office of Emergency Services			
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> April 1, 2016	<b>Performance End Date:</b> March 31, 2017	
<b>Purpose:</b> The City Attorney's Office is requesting authority to accept the first year of a five-year grant funding cycle under the Underserved Victim Advocacy and Outreach Program (UVAOP) grant of \$175,000. Funding is provided from the Victims of Crime Act (VOCA), which is passed through the California Office of Emergency Services (CalOES) following a competitive application process. The grant period for Year One of the grant cycle is April 1, 2016 to March 31, 2017. 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.			

<b>Checklist for Grant Acceptance:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Authority for Grant Acceptance</b>				
• Department requests acceptance of the Grant	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
• Match Sources Identification completed	X			( ) Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested			X	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
• Charter Section 1022 findings completed			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
• 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
<b>5. Personnel Authorities</b>				
• Department has submitted a request for position(s)		X		( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
• Department has submitted grant implementation instructions	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
• Department has requested Funds/Accounts Set-up	X			
<b>8. Governing Body Resolution/Certification</b>				
• Department has submitted Resolution/Certification			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
• 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 first 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 UVAO program 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 \$240,810, of which \$175,000 will be reimbursed to the City as follows: \$66,384 in salaries for one Witness Service Coordinator; \$23,998 in fringe benefits for one Witness Service Coordinator; and \$84,618 in additional operating costs (including one contracted full-time position). \$43,750 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:

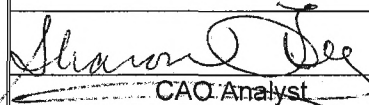
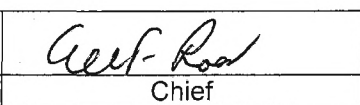

1. Approve and authorize the City Attorney, or his designee, to execute the Underserved Victim Advocacy and Outreach Program grant award between the City of Los Angeles and the California Office of Emergency Services for the period of April 1, 2016 to March 31, 2017, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney, or his designee, to accept the grant award in the amount of \$175,000 for funding the Underserved Victim Advocacy and Outreach Program for the period of April 1, 2016 to March 31, 2017;
3. 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 12M401 - FY 16-17 UVAOP Grant Program - \$175,000
  - c. Upon receipt of grant funds, transfer up to \$90,382 from Fund 368, Department 12, Account 12M401 to Fund 100, Department 12, Revenue Account 5301, Reimbursement from Other Funds/Dept;
4. Authorize the City Administrative Officer, or his designee, to approve the Certification of Assurance of Compliance; and,
5. 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 \$240,810, of which \$175,000 will be reimbursed by the California Office of Emergency Services for salaries, fringe benefits and expenses. There is no General Fund impact to accept this award.

 CAO Analyst	 Chief	 CAO/Assistant CAO	7/2-1/16 Date
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April 7, 2016

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- a. Establish a receivable for this program by \$175,000 California Office of Emergency Services (CalOES);
  - b. Establish a new Appropriation Account as follows:  
Account No. 12M401 - \$175,000  
Account Name: UVAOP Grant Program
  - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$90,382 from Fund 368/12, Account 12M401 to Fund 100/12, Revenue Source 5301, Reimbursements from other funds.
4. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

Thank you for your consideration in this matter.

Very truly yours,

  
Leela Kapur  
Chief of Staff

cc: Michiko M. Reyes  
Derek Tennell  
Kathy Colobong  
Mara Corella Legaspi – 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: April 7, 2016
Grant Information				
Name of Grantor: VOCA			Pass Through Agency: CalEMA	
Grant Program Title: Underserved Victim Advocacy and Outreach			Notification of Award Date: March, 2016	
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 # _____ 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: _____				
Fiscal Information:	Awarded Funds \$175,000	Match/In-Kind Funds \$65,810	Additional/Leveraged Funds \$	Total Project Budget \$240,810
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	66,384			
Fringe Benefits	23,998	22,060		
Indirect				
Equipment				
Materials/Supplies	11,956			
Travel	2,870			
Contractual Services	62,400			1 FT independent contractors (1 x 52 wks)
Other		43,750		Volunteer Hours (in kind)
	3,460			Victim Emergency Fund
	3,932			Printing and binding
Total:	125,000	65,810		
Approved Project				
Descriptive Title of Funded Project: Underserved Victim Advocacy and Outreach Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 04/01/16 End: 03/31/17		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 a new round of a five year grant award related to the Underserved Victims of Crime and Victim Outreach Program. The five year grant period allows for up to \$175,000 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 one full-time contractual LGBT advocate. 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.

**For FY 2015/16, the total UVAOP program cost is \$240,810, for which CalOES will reimburse \$175,000 to the City as follows: \$66,384 in salary, \$23,998 in fringe benefits, and \$84,618 in additional operating costs (including one contracted full-time position). The remaining \$43,750 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 program volunteer hours. 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 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:  
4/16/16

**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:

- |                                                                                                            |
|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Complete The Acceptance Packet has been forwarded to appropriate CAO analyst      |
| <input type="checkbox"/> Returned to Department (Additional information/documentation has been requested.) |
| <input type="checkbox"/> Flagged (See comments below.)                                                     |

Comments:

CAO Grants Oversight Unit Signature: +

Date:

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

Grant Name: Underserved Victim Advocacy and Outreach		Additional Costs**			Department:	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
<b>Salaries</b>						
1010 Salaries General	66,384			66,384		
1020 Salaries Grant Reimbursed				-		
Other Volunteer Hours			43,750	43,750		
1090 Overtime				-		
<b>Salaries Total:</b>	\$ 66,384	\$ -	\$ 43,750	\$ 110,134		
<b>Related Costs*</b>						
	<b>CAP Rate</b>					
Fringe Benefits	36.15%	23,998		23,998		23,998
Department Administration	13.95%		9,261	9,261		9,261
Central Services	19.28%		12,799	12,799		12,799
<b>Related Costs Total:</b>		\$ 23,998	\$ 0	\$ 22,060	\$ 46,058	
<b>Expense</b>						
2120 Printing & Binding		3,932		3,932		
2130 Travel		2,870		2,870		
3040 Contractual Services		62,400		62,400		
3310 Transportation				-		
4160 Governmental Meetings				-		
6010 Office Supplies		11,956		11,956		
6020 Operating Supplies				-		
7300 Equipment				-		
Other Emergency Fund		3,460		3,460		
				-		
				-		
<b>Expenses Total:</b>		\$ 84,618	\$ -	\$ -	\$ 84,618	
<b>Grand Total:</b>		\$ 175,000	\$ -	\$ 65,810	\$ 240,810	
*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.						



