

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0065

Date: February 27, 2013

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
John White, City Clerk's OfficeFrom: Miguel A. Santana, City Administrative Officer Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL EMA), FY2012-13 UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UVAO) PROGRAM GRANT THIRD YEAR FUNDING**

Attached is the Grant Acceptance Packet for the California Emergency Management Agency (Cal EMA), Underserved Victim Advocacy and Outreach (UVAO) Program – Third Year award in the amount of \$116,420 received by the City Attorney's Office. This year's funding will support services to victims of crime in the underserved lesbian, gay, bisexual and transgender (LGBT) community. 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:

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

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

Attachments

MAS:ACA:CLF:04120086c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: February 2013	
Grant Award Title: Underserved Victim Advocacy and Outreach Program FY 2012-13		Grant Amount: \$116,420 Prior Grant Award(s): \$250,000	
Awarding Agency: California Emergency Management Agency (Cal EMA)			
Grant Agreement Number/Reference:		Performance Start Date: October 1, 2012	Performance End Date: September 30, 2013
Purpose: The City Attorney's Office is requesting authority to accept the third year of grant funding for the Underserved Victim Advocacy and Outreach Program. Funding in the amount of \$116,420 will support the salaries of one full-time victim advocate, one part-time contractual victim advocate, and various expenses to provide victim support services.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested			X	() Submit to CAO for review
3. Charter Section 1022 Determination				
• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
• Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/>			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities				
• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations				
• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification				
• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
• Department has submitted Fiscal Impact Statement	X			() Submit to CAO for review and determination

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

10. Grant Award Summary

The Office of the City Attorney requests authority to accept \$116,420 in grant funding for the Underserved Victim Advocacy and Outreach (UVAO) program. These funds originate from the Victim of Crime Act (VOCA) and pass through the California Emergency Management Agency (Cal EMA). The UVAO program provides services to victims of crime in the 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 \$147,126, of which \$116,420 will be reimbursed to the City as follows: \$63,223 in salaries for one Witness Service Coordinator, \$22,002 in fringe benefits for one Witness Service Coordinator, \$1,890 in materials and supplies, \$1,090 in travel, \$27,215 in contractual services, and \$1,000 for the emergency allocation fund to provide victims with emergency assistance. The grant has a 20 percent matching requirement, which the City requested and was approved to be reduced to ten percent. Matching funds in the amount of \$14,553 will be satisfied through volunteer hours. In addition, the General Fund will have to bear \$16,153 in overhead costs, which includes \$10,880 for central services and \$5,273 in department administration, not reimbursed by the grant.

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:

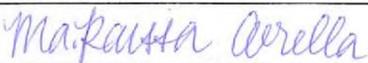
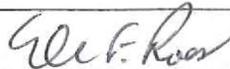
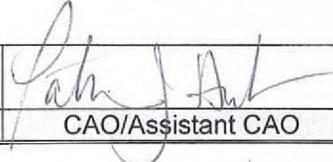
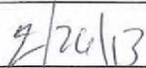
1. Approve and authorize the City Attorney, or his designee, to execute the grant award between the City of Los Angeles and the California Emergency Management Agency, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney, or his designee, to accept the grant award in the amount of \$116,420 for funding the Underserved Victim Advocacy and Outreach Program for the period of October 1, 2012 to September 30, 2013;
3. Authorize the Controller to :
 - a. Establish a receivable in the amount of \$116,420 within Fund 368, Department 12;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12J401 - FY 12-13 UV Program - \$116,420
4. Upon receipt of grant funds, transfer up to \$85,225 from Fund 368, Department 12, Account 12J401 to Fund 100, Department 12, Revenue Account 5301, Reimbursement from Other Funds/Dept;
5. Authorize the City Administrative Officer, or his designee, to approve the Certification of Assurance of Compliance; and
6. 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):

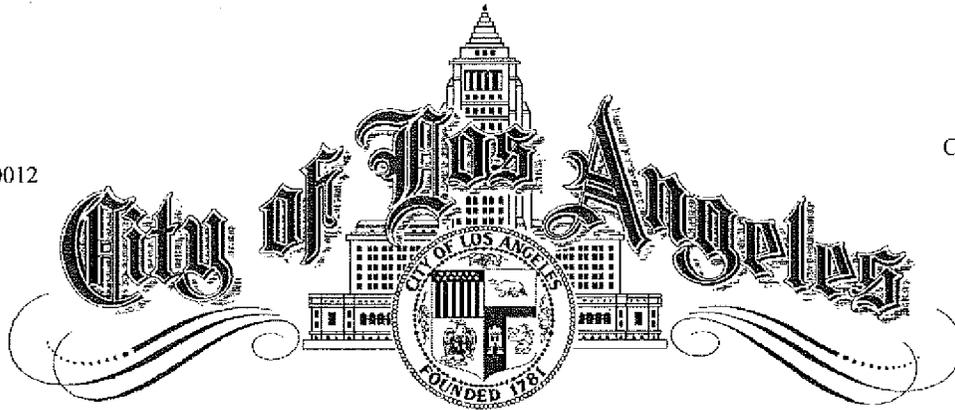
No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the Underserved Victim Advocacy and Outreach Program is \$147,126, or which \$116,420 will be reimbursed by the California Emergency Management Agency for salaries, fringe benefits and expenses. The General Fund impact will be \$16,153 for overhead costs (central services and department administration), which is not reimbursed by the grant. The grant has a ten percent matching requirement, which the City Attorney's Office will meet through volunteer hours. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from this grant.

			
CAO Analyst	Chief	CAO/Assistant CAO	Date

City Hall East
200 N. Main Street
Room 800
Los Angeles, CA 90012

(213) 978-8100 Tel
(213) 978-8312 Fax
CTrutanich@lacity.org
www.lacity.org/atty



CARMEN A. TRUTANICH
City Attorney

February 5, 2013

The Honorable Antonio Villaraigosa
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Pamela Finley

Honorable City Council
of the City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: June Lagmay, City Clerk

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

The UVAO funds will provide salaries for one full-time victim advocate and one part-time contractual victim advocate, which will enable the provision of comprehensive services to victims and witnesses of crime in the underserved LGBT community. This population is a shift from the prior two years, wherein the emphasis was on Korean American victims of crime. In prior years, the grant required a 20% match, which the City Attorney's Office successfully requested a partial waiver of and the match is now 10% (satisfied through volunteer hours). The VOCA statute does not permit 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

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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 CalEMA for the period of October 1, 2012 to September 30, 2013, subject to City Attorney review and approval as to form and legality.
2. **ACCEPT** reimbursement funding in the amount of \$116,420 during the term of the agreement between the City and CalEMA.
3. **AUTHORIZE** the Controller to:
 - Establish a receivable in the amount of \$116,420 within Fund 368, Department 12.
 - Establish the following Appropriation Accounts within Fund 368, Department 12:

Account 12J401 – FY 12-13 UV Program \$ 116,420
 - Transfer, upon receipt of grant funds, \$85,225 from Fund 368, Department 12, Account 12J401 FY 12-13 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.

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

Thank you for your consideration in this matter.

Sincerely,



Carmen A. Trutanich
City Attorney

cc: Mara Corella--CAO

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department				
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Derek Tennell		E-Mail: derek.tennell@lacity.org		Phone: 213-978-8100
Department/Bureau/Agency: City Attorney				Date:
Grant Information				
Name of Grantor: VOCA			Pass Through Agency: CalEMA	
Grant Program Title: Underserved Victim Advocacy and Outreach			Notification of Award Date: 02/13	
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 checked="" type="checkbox"/> Mandatory Amount = 10 % Match				
Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind Identify Source of Match: Volunteers, VOCA match, general fund				
Fiscal Information:	Awarded Funds \$116,420	Match/In-Kind Funds \$14,553	Additional/Leveraged Funds \$16,153	Total Project Budget \$147,126
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	63,223			
Fringe Benefits	22,002			
Indirect			16,153	No permitted under statute
Equipment				
Materials/Supplies	2,890			
Travel	1,090			
Contractual Services	27,215			One PT independent contractor
Other		14,553		Volunteer time comprising part of the 10% match
Total:	116,420	14,553	16,153	
Approved Project				
Descriptive Title of Funded Project: Underserved Victim Advocacy and Outreach Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 10/01/12 End: 09/30/13		Citywide: <input checked="" type="checkbox"/> Affected Council District(s): Citywide Affected Congressional District(s): Citywide		
Purpose: <input type="checkbox"/> Capital/Infrastructure <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Program <input type="checkbox"/> Planning/Training <input type="checkbox"/> Pilot/Demonstration				
Identify Internal Partners (City Department/Bureau/Agency): LAPD				
Identify External Partners: Sexual Assault victim agencies, 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.				
CalEMA has awarded the City Attorney 3rd year continuation funding related to the Underserved Victims of Crime and Victim Outreach Program. The five year grant period allows for up to \$125,000 in annual funding contingent upon satisfactory program performance and subject to availability of funds. The grant amount will provide salaries for one full-time LGBT victim advocate and one part-time LGBT advocate. There is a VOCA match and in-kind match as detailed in the attached budget sheet. 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 almost full cost recovery for two positions (one regular and one contractual). The grant has a 10% match (reduced from 20% per our request for a waiver), which will be satisfied through volunteer hours totaling \$14,553 of in kind value. The VOCA statute does not permit administrative costs, which total \$16,153.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

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

Department Head Name:
Earl Thomas

Department Head Signature: 

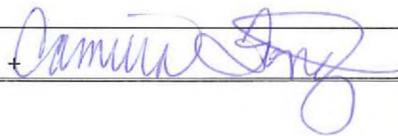
Date: 2/6/12

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: 2/21/13

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

Grant Name: Underserved Victim Advocacy and Outreach					Department:	
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments
Salaries						
1010 Salaries General					-	
1020 Salaries Grant Reimbursed		63,223			63,223	
1070 Salaries As Needed					-	
1090 Overtime					-	
Salaries Total:		\$ 63,223	\$ -	\$ -	\$ 63,223	
Related Costs*						
	CAP Rate					
Fringe Benefits		22,002			22,002	The VOCA statute does not allow grant funds to be applied to related costs
Department Administration			10,880		10,880	
Central Services			5,273		5,273	
Related Costs Total:		\$ 22,002	\$16,153	\$0	\$38,155	
Expense						
2120 Printing & Binding		600			600	
2130 Travel		1,090			1,090	
3040 Contractual Services		27,215			27,215	PT independent contractor
3310 Transportation					0	
4160 Governmental Meetings					0	
6010 Office Supplies		500			500	
6020 Operating Supplies		790			790	
7300 Equipment					0	
XXXX Emergency Fund		1,000			1,000	
XXXX Volunteers				14,553	14,553	Community and Professional Volunteers
Expenses Total:		\$31,195	\$0	\$14,553	\$45,748	
Grand Total:		\$ 116,420	\$ 16,153	\$ 14,553	\$ 147,126	
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)						
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.						

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

Department: City Attorney				Other Funding Sources								
Project Name: Underserved Victim Advocacy and Outreach				City				Non-City				
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		No.	Cost	Comments
				No.	Cost	No.	Cost	No.	Cost			
Witness Service Coordinator	1		1	1	63,223	1	63,223					
Total:					63,223		63,223			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 EMA
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

MARK S. GHILARDUCCI
SECRETARY

January 24, 2013

Derek Tennell, Program Director
Los Angeles, City of
201 North Los Angeles Street, Room 301B
Los Angeles, CA 90012

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Unserved/Underserved Victim Advocacy and Outreach Program
Award #: UV12 03 7250, Cal EMA ID: 037-44000

Dear Mr. Tennell:

Congratulations! The California Emergency Management Agency (Cal EMA) has approved your application in the amount of \$116,420, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

Cal EMA will make every effort to process payment requests within 60 days of receipt.

This subgrant is subject to the Cal EMA Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal EMA Recipient Handbook, which can be viewed on Cal EMA's website at www.calema.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 EMA.

Should you have questions on your subgrant, please contact your Program Specialist.

PSVS Grant Processing

Enclosure

c: Recipient's file

3650 SCHRIEVER AVENUE • MATHER, CALIFORNIA 95655
PUBLIC SAFETY VICTIM SERVICES BRANCH
TELEPHONE: (916) 845-8301 • FAX: (916) 636-3770