

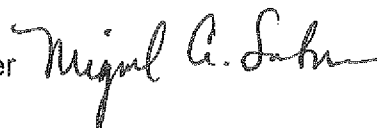
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0060

Date: October 21, 2011

To: The Mayor
The Council
Attn: Pamela Finley, Mayor's Office
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET THIRD YEAR CONTINUATION FUNDING FOR THE CALIFORNIA VICTIM COMPENSATION BOARD, JOINT POWERS OF VERIFICATION UNIT (JPVU) GRANT SUB-AWARD THROUGH LOS ANGELES COUNTY**

Attached is the Grant Acceptance Packet for the California Victim Compensation Board, Joint Powers of Verification Unit Sub-award in the amount of \$689,354 received by the City Attorney's Office. This represents the third year of continuation funding for the performance period of July 1, 2011 through June 30, 2012. 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
- Grant Award Agreement Budget Worksheet

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:04120041c

OFFICE OF THE CITY ADMINISTRATIVE C. FICER
Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: August 29, 2011
Grant Award Title: Joint Powers of Verification Unit Grant FY 2011-12		Grant Amount: \$689,354 Prior Grant Award(s): \$723,692
Awarding Agency: Los Angeles County		
Grant Agreement Number/Reference:	Performance Start Date: 07/01/2011	Performance End Date: 06/30/2012
Purpose: To provide third year continuation funding for the City Attorney's Joint Powers Verification Unit (JPVU) to process victim of crime compensation claims for Fiscal Year 2011-12. Under Government Code Section 13959, certain victims of crime may receive payments for unreimbursed losses directly resulting from a crime. The County of Los Angeles is the direct recipient of these funds from the State Victim Compensation and Government Claims Board and selected the City of Los Angeles in 2000 as a local resource to provide support services necessary to administer and process local claims received by residents.		

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			(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	(X) Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
• Department has submitted Fiscal Impact Statement	X			(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 City Attorney's Office is requesting approval to appropriate \$689,354 in grant funding to continue the Joint Powers of Verification Unit (JPVU) for Fiscal Year (FY) 2011-12. The Council and Mayor approved a three year agreement (C.F. 08-1932) in 2008 with the County of Los Angeles, subject annually to performance and funding availability from the State Victim Compensation and Government Claims Board. These funds are used to provide support to victims of crime for losses directly resulting from a crime. The JPVU reports that approximately 2,405 new claims were processed for 2010-11 along with 17,048 continuation claims and bills for medical/mental health expenses, loss of support/wage loss, funeral/burial and/or moving/relocation expenses for ongoing claims previously processed. The value of the 2010-11 claims processed is \$7,827,247.

The grant period covers July 1, 2011 to June 30, 2012. This grant directly supports the salaries, operating expenses, fringe benefits and partial overhead for seven positions. The total cost of the program is \$745,643 of which \$689,354 will be reimbursed by the County of Los Angeles. The additional City contribution of \$56,289 is the City's overhead not eligible for reimbursement. The maximum overhead reimbursement is limited to fifteen percent. This program received a five percent reduction in funding from last year due to an across the board reduction at the State level as a result of decreased collections in the Restitution Fund for 2010-11. As a result of this reduction, the City Attorney's Office reduced the number of staff assigned to the JPVU and will make internal adjustments to ensure contract obligations are met. No additional funds are necessary as these are continuing positions and all costs have been included in the 2011-12 Adopted Budget. No matching funds are required to accept this 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. Authorize the Controller to:

- a. Establish a receivable from the County of Los Angeles in the amount of \$689,354; and
- b. Establish the following appropriation accounts within Fund 368, Department 12:

Account 12H501, Personal Services	\$ 614,055
Account 12H503, Operating Expenses	\$ 75,299

2. Transfer \$461,002 from Fund 368, Department 12, Account 12H501 to Fund 100, Department 12, Account 001020, Salaries Grant Reimbursed: and

3. Upon receipt of grant funds, transfer the following amount from Fund 368, Department 12 as reimbursement to the General Fund for related costs:

Account 12H501, Personal Services	\$ 222,203
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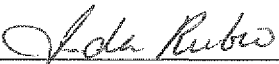
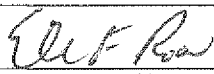

4. Authorize the Office of the City Attorney to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

12. Fiscal Impact Statement

Yes This Office finds that the Grant complies with City financial policies as follows (see below):

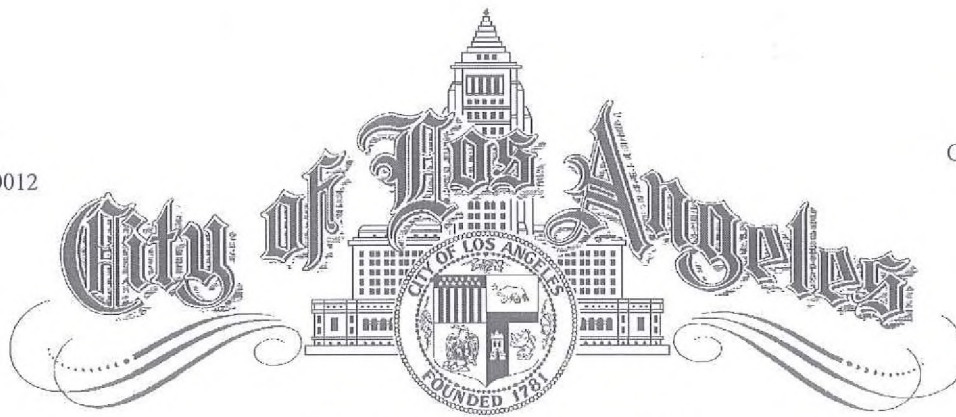
No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the 2011-12 Joint Powers of Verification Unit is \$745,643 of which \$689,354 will be reimbursed by the County of Los Angeles for salaries, fringe benefits, expenses and partial overhead. The General Fund impact will be \$56,289 for City overhead which is not eligible for reimbursement. The maximum overhead reimbursement is limited to fifteen percent per grant guidelines. No additional appropriation is required as these are continuing positions and the overhead is already funded in the 2011-12 Adopted Budget. The acceptance and use of the grant funds is consistent with the City's Financial Policies in that one-time costs will be supported by one-time revenue.

 CAO Analyst	 Chief	 CAO/Assistant CAO	10/13/11 Date
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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

2011 SEP 14 PM 4:28
CITY ADMINISTRATIVE OFFICER

August 29, 2011

The Honorable Antonio R. 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: Joint Powers of Verification Unit Grant for Fiscal Year 2011-2012

Contact person: Michiko Reyes (213) 978-7020
Kathy Colobong (213) 978-2167

The City Attorney's Office is herewith transmitting for your approval the Controller's instructions related to the third year continuation funding of the Joint Powers of Verification Unit grant award. Council previously accepted a three year grant award, per Council File # 08-1932 (02/19/2010). Appropriation will extend the operations of the Office of the City Attorney Joint Powers of Verification Unit in providing claim verifications from July 1, 2011 to June 30, 2012.

The Joint Powers of Verification grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under that code, certain victims of crime may receive payments for unreimbursed losses directly resulting from a crime. The Joint Powers of Verification Unit enhances the City's existing services by allowing the program to expedite the "Victims of Crime Compensation Claims" verification and reimbursement process for victims who are entitled to financial assistance.

The total cost for FY 2011-2012 is \$745,966, of which \$689,354 is reimbursed by the County of Los Angeles. The grant funds are detailed as follows:

Salary Expenses	\$461,002
Fringe Benefits	\$160,429
Operating Expenses	\$ 6,750
Overhead	\$ 61,173

0150-03892-0056

The Honorable Antonio Villaraigosa
City Council
August 29, 2011
Page Two

The general fund contribution is \$56,612 for overhead costs (Central Services and Department Administration) not reimbursable from grant funds. Overhead is limited to 15% of salaries.

We, therefore, request that the City Council, subject to the approval of the Mayor, request the following:

1. **AUTHORIZE** the Controller:

a. Establish a receivable from the County of Los Angeles in the amount of \$689,354.

b. Establish the following appropriation accounts within Fund 368, Department 12:

Account 12H501 Personal Services	\$ 621,431
Account 12H503 Operating Expenses	\$ 67,923

c. Transfer \$461,002 from Fund 368, Department 12, Account 12H501 to Fund 100, Department 12, Account 1020 – Salaries, Grant reimbursed.

2. **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 instruct the Controller to implement the instructions.

Thank you for your consideration to this matter. If you or your staff should have any questions or need any further information, please contact Budget Director Michiko Reyes at 213 978-7020 or Kathy Colobong at 213 978-2167.

Sincerely,



Carmen A. Trutanich
City Attorney

cc: Michiko Reyes
Kathy Colobong
Ida Rubio, 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: Kathy Colobong		E-Mail: kathy.colobong@lacity.org		Phone: 213-978-2167
Department/Bureau/Agency: City Attorney			Date: 8/29/2011	
Grant Information				
Name of Grantor: California State Victim Compensation and Government Claims Board			Pass Through Agency: County of Los Angeles	
Grant Program Title: Joins Powers of Verification Unit			Notification of Award Date: Rolling	
Funding Source (Public or Private): <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other	Grant Type: <input checked="" type="checkbox"/> Formula/Block <input 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 # 08-1932 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 \$689,354	Match/In-Kind Funds \$	Additional/Leveraged Funds \$56,612	Total Project Budget \$745,966
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	461,002			
Fringe Benefits	160,429			
Indirect	61,173		56,612	Overhead limited to 15% of salaries
Equipment	1,750			
Materials/Supplies	2,500			
Travel	2,500			
Contractual Services				
Other				
Total:	689,354		56,612	
Approved Project				
Descriptive Title of Funded Project: Joint Powers of Verification Unit				
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/11 End: 06/30/12		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): Identify External Partners: Los Angeles District Attorney				
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 grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under that code, certain victims of crime may receive payments for unreimbursed losses directly resulting from a crime. The Joint Powers of Verification Unit enhances the City's existing services by allowing the program to expedite the "Victims of Crime Compensation Claims" verification and reimbursement process for victims who are entitled to financial assistance. The County has advised the City of the State's decision to approve the grant award and has confirmed its intent to make the \$689,354 available to the City for the continued operation of the Joint Powers of Verification Unit for the fiscal year 2011-12. Program expenditures will be reimbursed through the County of Los Angeles upon submission of monthly invoices.				

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 total project cost is \$745,966 of which \$689,354 will be reimbursed by the County of Los Angeles. There is no cash match requirement, however overhead is limited to 15% of salaries. The general fund is requested to contribute \$56,612 towards overhead. The City is receiving the maximum reimbursement available from this grant.

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:
8/16/10

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:

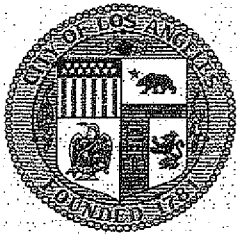
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**Grant Award Notification and Acceptance
Grant Project Cost Breakdown**

Grant Name: Joint Powers of Verification Unit		Additional Costs**			Department:	
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments
Salaries						
1010 Salaries General		-			-	
1020 Salaries Grant Reimbursed		461,002			461,002	
1070 Salaries As Needed					-	
1090 Overtime					-	
Salaries Total:		461,002	-	-	461,002	
Related Costs*						
	CAP Rate					
Fringe Benefits	34.80%	160,429			160,429	
Department Administration	17.21%	61,173		18,164	79,337	
Central Services	8.34%			38,448	38,448	
Related Costs Total:		221,602	-	56,612	278,214	
Expense						
2120 Printing & Binding					-	
2130 Travel		2,500			2,500.00	
3040 Contractual Services					-	
3310 Transportation					-	
4160 Governmental Meetings					-	
6010 Office Supplies		4,250			4,250.00	
6020 Operating Supplies					-	
7300 Equipment					-	
Expenses Total:		6,750	-	-	6,750	
Grand Total:		689,354	-	56,612	745,966	
*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: Joint Powers of Verification Unit								City		Non-City		
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		No.	Cost	Comments
				No.	Cost	No.	Cost	No.	Cost			
Admin. Coord. IV	0.5		0.5	0.5	55,160	0.5	55,160					
Admin. Coord. I	1		1	1	63,807	1	63,807					
Legal Clerk I	1		1	1	44,871	1	44,871					
Wit. Svc. Coord.	1		1	1	59,529	1	59,529					
Wit. Svc. Coord.	1		1	1	59,048	1	59,048					
Wit. Svc. Coord.	1		1	1	59,529	1	59,529					
Wit. Svc. Coord.	1		1	1	59,529	1	59,529					
Wit. Svc. Coord.	1		1	1	59,529	1	59,529					
Total:	7.5	0	7.5	7.5	461,002	7.5	461,002	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>												



Office of the Los Angeles City Attorney

Victim Assistance Program Organizational Chart

Rev. October 2011

Carmen A. Trutanich
City Attorney

