

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02029-0000

Date: February 01, 2013

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
John White, City Clerk's OfficeFrom: Miguel A. Santana, City Administrative Officer DIT
RWSubject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR U.S. DEPARTMENT OF JUSTICE, FY11 JUSTICE AND MENTAL HEALTH COLLABORATION PROGRAM: PLANNING AND IMPLEMENTATION GRANT FOR OPERATION VALOR**

Attached is the Grant Acceptance Packet for the U.S. Department of Justice, Office of Justice Programs, FY11 Justice and Mental Health Collaboration Program: Planning and Implementation Grant in the amount of \$250,000 received by the City Attorney's Office for the implementation of Operation VALOR (Veterans Alternative Legal Options and Resources). 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
- Notice of Award and Project Summary

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:04130075

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

Recipient City Department: Office of the City Attorney		Award Notification Date: August 2012
Grant Award Title: Operation VALOR (Veterans Alternative Legal Options and Resources)		Grant Amount: \$250,000 Prior Grant Award(s): \$0
Awarding Agency: Bureau of Justice Assistance		
Grant Agreement Number/Reference:	Performance Start Date: October 1, 2012	Performance End Date: September 30, 2014
Purpose: The City Attorney's Office requests authority to accept \$250,000 in grant funding from the Bureau of Justice Assistance for the Operation VALOR (Veterans Alternative Legal Options and Resources) for the grant performance period of October 1, 2012 to September 30, 2014.		

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 City Attorney's Office requests authority to accept \$250,000 in grant funding from the Bureau of Justice Assistance for the Operation VALOR (Veterans Alternative Legal Options and Resources) program for the grant performance period of October 1, 2012 to September 30, 2014. The City Attorney's Office, along with New Directions, Inc. and USC's Center for Research and Innovation for Military and Their Families, will address the needs of veterans with mental health or co-occurring disorders through community care instead of incarceration. This is the first year the City Attorney's Office is receiving this grant funding.

The total cost of the program is \$312,500, of which \$250,000 will be reimbursed to the City as follows: \$103,019 in salaries for one Deputy City Attorney III, \$62,171 in related costs for one Deputy City Attorney III (fringe benefits, central services and department administration), \$4,310 in travel and \$80,500 in contractual services. It should be noted that this breakdown varies from that included in the City Attorney's transmittal since our Office re-calculated the related costs based on the most recently approved Cost Allocation Plan (CAP 33), whereas the City Attorney's Office utilized CAP 32.

The matching requirement for this grant is \$62,500. The City will meet \$43,000 of the match requirement through the salary of one Police Officer assigned to the Los Angeles Police Department (LAPD). No additional appropriation is needed since funding for the Police Officer position is provided in the LAPD's 2012-13 Adopted Budget. The balance of the match requirement in the amount of \$19,500 will be met through case management, data collection, and program evaluation services to be provided by the partners, New Directions, Inc. and USC's Center for Research and Innovation for Military and Their Families.

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:


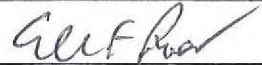
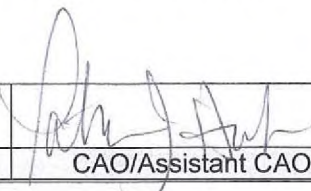
1. Approve and authorize the City Attorney, or his designee, to execute the grant award between the City of Los Angeles and the Bureau of Justice Assistance, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney, or his designee, to accept the grant award in the amount of \$250,000 for funding the Operation VALOR Program for the period of October 1, 2012 to September 30, 2014;
3. Authorize the Controller to :
 - a. Establish a receivable in the amount of \$250,000 within Fund 368, Department 12;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12J271 - FY 12-14 Operation VALOR - \$250,000
4. Upon receipt of grant funds, transfer up to \$165,129 from Fund 368, Department 12, Account 12J271 to Fund 100, Department 12, Revenue Account 5301, Reimbursement from Other Funds/Dept; 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):

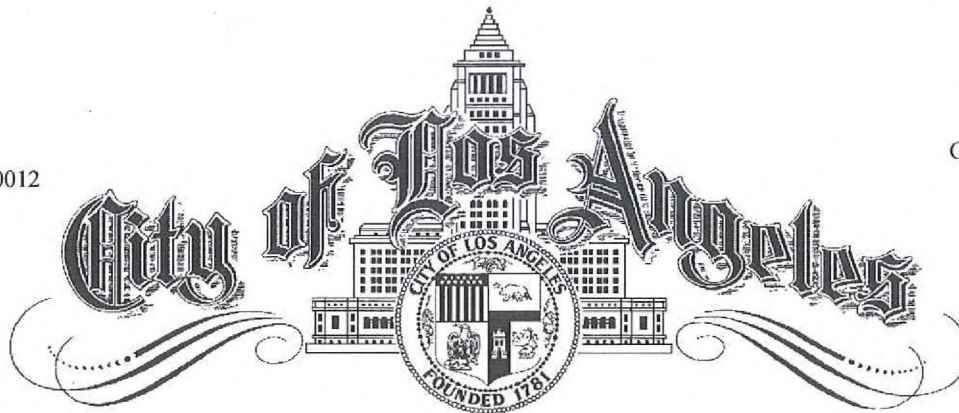
No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the Operation VALOR program is \$312,500, of which \$250,000 will be reimbursed by the Bureau of Justice Assistance. The General Fund impact will be \$43,000 for the salary of one Police Officer. No additional appropriation is needed since the salaries are already included the Los Angeles Police Department's budget. 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.

			2/11/13
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

November 5, 2012

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

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

**Re: Acceptance of FY 2012-13 Bureau of Justice Assistance Award
Operation VALOR (Veterans Alternative Legal Options and Resources)**

Contact Persons: Michiko M. Reyes (213) 978-7020
Janette Flintoft (213) 215-5808

The Office of the City Attorney is transmitting for your review and approval the acceptance of a \$250,000 Bureau of Justice Assistance grant award to establish Operation VALOR (Veteran's Alternative Legal Options and Resources) for the period October 1, 2012 through September 30, 2014.

Through Operation VALOR, the City Attorney's Office (in conjunction with New Directions, Inc. and USC's Center for Research and Innovation for Military and Their Families) will address the needs of justice involved veterans through tailored community care in lieu of incarceration. Building upon a successful collaboration in place between local criminal justice and mental health practitioners known as Project HALO (a homeless diversion program in the downtown Los Angeles Skid Row region), Operation VALOR will expand Project HALO's reach and service portfolio throughout the City of Los Angeles for justice involved veterans with mental health or co-occurring disorders. During the planning stages, Operation VALOR partners will develop or identify new protocols and procedures related to: 1) mental health or co-occurring disorder screens and assessments; 2) training modules; 3) data collection; and 4) information sharing. During the implementation stage, law enforcement will undertake screening for veteran status, triggering potential Operation VALOR eligibility. Once deemed suitable, veterans will receive individual referral plans to partner service agencies with the goal of diverting them away from criminogenic risk factors. For those veterans charged with non-violent misdemeanor offenses, the City Attorney's Office will work together with the

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CITY ADMINISTRATIVE SERVICES

Honorably Antonio Villaraigosa
Honorable City Council
October 4, 2012
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Los Angeles County Public Defender's Office to recommended appropriate individual treatment and service programs in lieu of jail. New Directions will provide the case management services for Operation VALOR veterans. USC will provide the data collection and program evaluation.

IT IS THEREFORE REQUESTED that the City Council and the Mayor:

1. Authorize the City Attorney or his designee to **APPROVE** the accompanying grant award between the City and the Department of Justice and authorize the City Attorney or his designee to **EXECUTE** said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality.

3. Authorize the City Attorney or his designee to **ACCEPT** the grant award in the amount of \$250,000 for funding the Operation VALOR Program for the period of October 1, 2012 – September 30, 2014.

4. **AUTHORIZE** the Controller to:

- a. **ESTABLISH** a receivable in the amount of \$250,000 within Fund 368, Department 12.
- b. **ESTABLISH** the following appropriation Account Nos. within Fund 368, Department 12 :

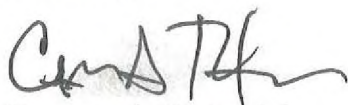
Account 12J271, FY 12-14, Operation VALOR - \$250,000

5. Upon receipt of grant funds, **TRANSFER** up to \$165,190 from Fund 368, Department 12, Account No. 12J271- FY 12-14 Operation Valor to Fund 100, Department 12, Revenue Account 5301 Reimbursements from Other Funds, as reimbursement for salary, fringe benefits and indirect costs.

6. **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.

Thank you for your consideration to this matter.

Sincerely,



Carmen A. Trutanich
City Attorney

cc: William Mangan
Miguel Santana, CAO

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department				
This Grant Award is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Janette Flintoft		E-Mail: anette.flintoft@lacity.org		Phone: 213-978-8100
Department/Bureau/Agency: City Attorney				Date: 10/30/12
Grant Information				
Name of Grantor: Bureau of Justice Assistance			Pass Through Agency:	
Grant Program Title: Operation VALOR (Veterans Alternative Legal Options and Resource)			Notification of Award Date: August, 2012	
Funding Source (Public or Private): <input checked="" type="checkbox"/> Federal <input 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 \$250,000	Match/In-Kind Funds \$	Additional/Leveraged Funds \$	Total Project Budget \$250,000
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	102,980	43,000		
Fringe Benefits	34,189			
Indirect	28,021			
Equipment				
Materials/Supplies				
Travel	4,310			
Contractual Services	80,500	19,500		
Other				
Total:	250,000	62,500		
Approved Project				
Descriptive Title of Funded Project: Tobacco Industry Manipulation Exposed <i>Operation Valor</i>				
Performance Period Start/End Dates (Month/Day/Year): Start: 10/1/2012 End: 9/31/2014		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:				
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.				
Through Operation VALOR, the City Attorney's Office (in conjunction with New Directions, Inc. and USC's Center for Research & Innovation for Military & Their Families) will address the needs of justice involved veterans through tailored community care in lieu of incarceration. Building upon a successful collaboration in place between local criminal justice and mental health practitioners known as Project HALO (a homeless diversion program in the downtown Los Angeles Skid Row region), Operation VALOR will expand Project HALO's reach and service portfolio throughout the City of Los Angeles for justice involved veterans with mental health or co-occurring disorders. Law enforcement will undertake screening for veteran status, triggering potential Operation VALOR eligibility. Once deemed suitable, veterans will receive individual referral plans to partner service agencies with the goal of diverting them away from criminogenic risk factors.				

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.

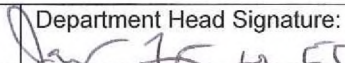
There is no negative General Fund impact.

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 checked="" 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:
1/30/12

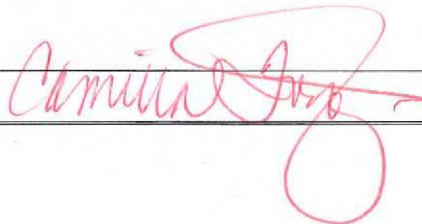
FOR CAO USE ONLY

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: 1/30/12

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

Grant Name: Tobacco Manipulation Exposed (T.I.M.E.) Grant Project Breakdown	Grant Funds	Additional Costs**		Department:	
		City Funds	Non-City Funds	Total	Comments
Salaries					
1010 Salaries General	102,980	43,000		145,980	
1020 Salaries Grant Reimbursed				-	
1070 Salaries As Needed					
1090 Overtime					
Salaries Total:	\$ 102,980	\$ 43,000	\$ -	\$ 145,980	
Related Costs*					
Fringe Benefits	34,189			34,189	
Indirects	28,021			28,021	
Related Costs Total:	\$ 62,210	\$ -	\$ -	\$ 62,210	
Expense					
2120 Printing & Binding	-			-	
2130 Travel	4,310			4,310.00	
3040 Contractual Services	80,500		19,500	100,000.00	
3310 Transportation				-	
4160 Governmental Meetings				-	
6010 Office Supplies				-	
6020 Operating Supplies				-	
7300 Equipment				-	
Overhead				-	
Expenses Total:	84,810	-	19,500	104,310	
Grand Total:	\$ 250,000	\$ 43,000	\$ 19,500	\$ 312,500	
*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

TIME	Project Name:	Other Funding Sources														
		City				Reimbursable*				Non-Reimbursable**				Non-City		
		Total New	Existing	Grant Funding No.	Grant Funding Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Job Classification																
Salary																
Deputy City Attorney III	1	1		\$ 102,980	1	\$ 102,980										
Police Officer (Required Match)	1	1					1	\$ 43,000								
Total:			2	2			\$ 102,980	1	\$ 102,980	1	\$ 43,000	0	\$ -			

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here are salary costs. Related costs (fringe benefits, department administration and central services) are separate and will be reimbursed by the grant. *Reimbursable costs are savings to the City. These costs would 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 for other program.