

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

0150-03892-0079

Date: November 7, 2016

To: The Mayor  
The CouncilAttn: Mandy Morales, Mayor's Office  
Michael Espinosa, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET SECOND YEAR FUNDING (JULY 1, 2016 – JUNE 30, 2017) 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 and Government Claims Board, Joint Powers of Verification Unit Sub-award in the amount of \$772,076 received by the City Attorney's Office. This represents the second year of a three year funding cycle (July 1, 2015 through June 30, 2018) for the performance period of July 1, 2016 through June 30, 2017. 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

MAS:ACA:CLF:04170040c

**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>	
<b>Grant Award Title:</b> Joint Powers of Verification Unit		<b>Grant Amount:</b> \$772,076 <b>Prior Grant Award(s):</b> \$689,354	
<b>Awarding Agency:</b> California State Victim Compensation and Government Claims Board			
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> 07/01/16	<b>Performance End Date:</b> 06/30/17	
<b>Purpose:</b> The City Attorney's Office requests authority to accept grant funding from the California Victim Compensation and Government Claims Board for the Joint Powers of Verification Unit. Funding in the amount of \$772,076 will provide reimbursement for staff conducting claims verifications from July 1, 2016 to June 30, 2017.			

<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 City Attorney's Office requests authority to accept \$772,076 in grant funding for the Joint Powers of Verification Unit (JPVU). The State of California's Victim Compensation and Government Claims Board awarded the County of Los Angeles \$8,272,242 for a three-year grant from July 1, 2015 to June 30, 2018. The County awarded \$2,068,062, or \$689,354 annually, to the City as a subgrantee. This request to accept \$772,076 in grant funding pertains to the annual award of \$689,354 and an additional award of \$82,722 for the second year of the grant program, from July 1, 2016 to June 30, 2017. Acceptance of grant funding for the third year will be requested in the future.

The total cost of the program is \$1,007,898, of which \$772,076 will be reimbursed to the General Fund as follows: \$517,949 in direct salaries, \$187,238 in fringe benefits, \$5,529 in expenses, and \$61,360 in contractual services. There is no required match for this grant, however, the City will be required to contribute \$235,822 in central services costs and department administration costs. No additional General Fund appropriations are necessary.

Grant funding will provide for salaries, fringe benefits, and operating expenses for eight positions, consisting of one Administrative Coordinator IV, one Administrative Coordinator I, one Legal Clerk I, and five Witness Service Coordinators. These positions will assist victims of crime in submitting and verifying claims for unreimbursed financial losses. According to the City Attorney's Office, approximately 2,603 new claims and 16,504 continuing claims for medical/mental health expenses, loss of support, wage loss, funeral expenses and moving/relocation expenses were processed in 2015-16. No additional position authorities are requested as these positions are authorized through the 2016-17 Personnel Authority Resolution.

**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:

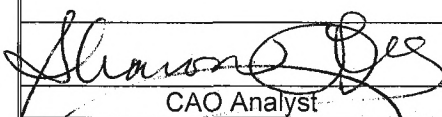
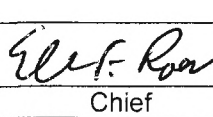

1. Authorize the City Attorney or designee to accept and execute the grant award agreement in the amount of \$772,076 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2016 to June 30, 2017;
2. Accept the funding in the amount of \$772,076 from the California Victim Compensation and Government Claims Board and the County of Los Angeles;
3. Authorize the Controller to:
  - a. Establish a receivable from the County of Los Angeles in the amount of \$772,076;
  - b. Establish the following appropriation account within Fund 368, Department 12:  
Account 12N501 - Joint Powers Verification Unit - \$772,076
  - c. Transfer \$517,949 from Fund 368, Department 12, Account 12N501 to Fund 100, Department 12, Account 001010, Salaries, General
  - d. Upon receipt of grant funds, transfer up to \$187,238 from Fund 368, Department 12, Account 12N501 to Fund 100, Department 12, Account 5361, Related Cost Reimbursements-Other Funds; and
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, and authorize the Controller to implement the instructions.

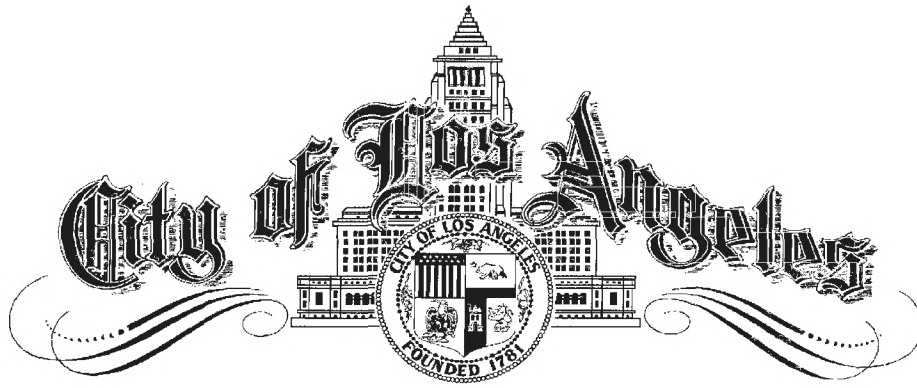
**12. Fiscal Impact Statement**

**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 Joint Powers of Verification Unit program is \$1,007,898, of which \$772,076 will be reimbursed by the County of Los Angeles for salaries, fringe benefits, and expenses. The General Fund impact will be \$235,822 in central services costs and department administration costs. The acceptance of the use of the grant is consistent with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from the continuation of the grant.

 CAO Analyst	 Chief	 CAO/Assistant CAO	11-7-16 Date
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**MICHAEL N. FEUER**  
CITY ATTORNEY

August 31, 2016

The Honorable Eric Garcetti  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Mandy Morales

Honorable City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Holly Wolcott

**Re: Joint Powers of Verification Unit Grant for Fiscal Year 2016-17**

Contact person: Michiko Reyes (213) 978-7020  
Derek Tennell (213) 978-2167

Dear Mayor Garcetti and Members of City Council:

The Office of the City Attorney's is requesting approval to accept funding for the City Attorney's Joint Powers of Verification Unit totaling \$772,076. Council previously accepted a three year grant award (July 1, 2012 to June 30, 2015 - Council File # 08-1932) to maintain the operations of this unit to provide claims verification for victims. 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. A renewal contract agreement extended the operations of the Office of the City Attorney Joint Powers of Verification Unit in providing claim verifications (July 1, 2015 to June 30, 2018 – Council File #14-1503-S1). This is the second year of the three year term.

For the second year of the grant program, the City Attorney's Office has been awarded an additional \$82,722 in funding, which will enable the hiring of one full-time contractual witness service coordinator and one part-time contractual witness service coordinator. There will be no general fund impact in accepting these additional funds.

Due to anticipated increases in the victim assistance claims (related to increased staffing levels in the FY 2015-16 Victim Assistance Program) an increase in victim claims will occur that the new positions will address. Ongoing funding is anticipated to continue into the third year to maintain this new contract position.

August 31, 2016

Mayor Garcetti and Honorable Members of City Council

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 this code, certain victims of crime may receive payments for unreimbursed losses directly resulting from a crime.

The Joint Powers Claims Verification Unit reports that it processed approximately 2,603 new claims during FY 2015-16 July 1, 2015 through June 30, 2016, in addition to 16,504 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 FY 2015-16 claims processed exceeds \$3.5 million.

The total cost for FY 2016-2017 is **\$1,007,898** of which **\$772,076** is reimbursed by the County of Los Angeles. The grant funds are detailed as follows:

Salary Expenses	\$ 517,949
Fringe Benefits	\$ 187,238
Operating Expenses	\$ 5,529
Contractual Services	\$ 61,360

The General Fund contribution is **\$235,822** for related indirect costs (Central Services and Department Administration) not reimbursed from the grant. The general fund contribution was included in the adopted FY 2016-17 budget.

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

1. **AUTHORIZE** the City Attorney or designee to accept and execute the grant award agreement in the amount of \$772,076 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2016 to June 30, 2017.
2. **ACCEPT** the funding in the amount of \$772,076 from the State Victim Compensation and Government Claims Board and the County of Los Angeles.
3. **AUTHORIZE** the Controller:
  - a. Establish a receivable from the County of Los Angeles in the amount of \$772,076.
  - b. Establish the following appropriation account within Fund 368, Department 12:
    - Account No. 12N501 – Joint Powers Verification Unit - \$772,076
  - c. Transfer \$517,949 from Fund 368, Department 12, Account No. 12N501 to Fund 100, Department 12, Account 001010 – Salaries, General.

August 31, 2016

Mayor Garcetti and Honorable Members of City Council

Upon receipt of grant funds, transfer up to \$187,238 from Fund 368, Department 12, Account No. 12N501 to Fund 100, Department 12, Revenue Source 5361- Related cost reimbursements – 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, 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 Michiko Reyes at (213) 978-7020 or Derek Tennell at (213) 978-2167.

Sincerely,



Leela Kapur  
Chief of Staff

Cc: Miguel Santana, CAO  
Sharon Lee, CAO  
Michiko Reyes, City Attorney

## City of Los Angeles Grant Award Notification and Acceptance

### Recipient Department

This Grant Award is:  New  Continuation/Renewal  Supplemental  Revision  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: July, 2016

### Grant Information

Name of Grantor: California State Victim Compensation and Government Claims Board Pass Through Agency: County of Los Angeles  
 Grant Program Title: Joints Powers of Verification Unit Notification of Award Date: Rolling

Funding Source (Public or Private):  Federal  State  Local  Foundation  Corporation  Other  
 Grant Type:  Formula/Block  Competitive/Discretionary  Other  
 Funds Disbursement:  Advance  Reimbursement  
 Agency's Grant ID: CFDA # \_\_\_\_\_  
 Other ID # 08-1932  
 eCivis ID# \_\_\_\_\_

Match Requirement:  None  Recommended  Mandatory \_\_\_\_\_ Amount = \_\_\_\_\_ % Match  
 Match Type:  Cash  In-Kind Identify Source of Match: \_\_\_\_\_

Fiscal Information:	Awarded Funds	Match/In-Kind Funds	Additional/Leveraged Funds	Total Project Budget
	\$772,076	\$	\$257,184	\$1,029,260

### Approved Grant Budget Summary:

Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	517,949			
Fringe Benefits	165,876		21,362	CAP 37 Fringe Benefit not covered by grant
Indirect			235,822	CAP 37 Related Cost
Equipment				
Materials/Supplies	3,529			
Travel	2,000			
Contractual Services	82,722			
Other				
Total:	772,076		257,184	

### Approved Project

Descriptive Title of Funded Project: Joint Powers of Verification Unit

Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/2016 End: 06/30/2017  
 Citywide:   
 Affected Council District(s): Citywide  
 Affected Congressional District(s): Citywide

Purpose:  Capital/Infrastructure  Equipment  Program  Planning/Training  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 this 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 \$772,076 available to the City for the continued operation of the Joint Powers of Verification Unit for the fiscal year 2016-17. 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 \$1,029,260 of which \$772,076 will be reimbursed by the County of Los Angeles. There is no cash match requirement. The General Fund contribution is \$257,184 for related indirect costs (Central Services and Department Administration) not reimbursed from the grant. The general fund contribution was included in the adopted FY 2016-17 budget. No new contribution will occur.**

### 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 type="checkbox"/> Additional Documents (if applicable)    |

Department Head Name:  
Mary Clare Molidor

Department Head Signature:

Date: 9/3/16

### 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:

- 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:

*Camille Jung*

Date: 11/2/16



**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
<b>Salaries</b>						
1010 Salaries General	517,949			517,949		
1020 Salaries Grant Reimbursed	-			-		
1070 Salaries As Needed				-		
1090 Overtime				-		
<b>Salaries Total:</b>	<b>517,949</b>	-	-	<b>517,949</b>		
<b>Related Costs*</b>						
	<b>CAP Rate</b>					
Fringe Benefits	36.15%	165,876	21,362	187,238		187,239
Department Administration	19.49%		100,948	100,948		100,948
Central Services	26.04%	-	134,874	134,874		134,874
<b>Related Costs Total:</b>		<b>165,876</b>	<b>257,184</b>	<b>423,060</b>		
<b>Expense</b>						
2120 Printing & Binding				-		
2130 Travel	2,000			2,000.00		
3040 Contractual Services	82,722			82,722.00		
3310 Transportation				-		
#160 Governmental Meetings				-		
6010 Office Supplies	3,529			3,529.00		
6020 Operating Supplies				-		
7300 Equipment Rental				-		
<b>Expenses Total:</b>		<b>89,251</b>	-	<b>89,251</b>		
<b>Grand Total:</b>		<b>772,076</b>	<b>257,184</b>	<b>1,029,260</b>		<b>(82,722)</b>
*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			
Witness Service Coordinator			1.00	1	45,393							
Witness Service Coordinator			1.00	1	68,203							
Witness Service Coordinator			1.00	1	68,203							
Admn Coordinator I			1.00	1	72,070							
Legal Clerk I			1.00	1	50,770							
Witness Service Coordinator			1.00	1	68,203							
Admn Coordinator IV			0.50	0.5	76,904							
Witness Service Coordinator			1.00	1	68,203							
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>7.5</b>	<b>7.5</b>	<b>517,948</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<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>												