

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

Recipient City Department: Office of the City Attorney		Award Notification Date: November 2014	
Grant Award Title: Underserved Victim Advocacy and Outreach Program FY 2014-15		Grant Amount: \$125,000 Prior Grant Award(s): \$491,420	
Awarding Agency: California Office of Emergency Services			
Grant Agreement Number/Reference:		Performance Start Date: October 1, 2014	Performance End Date: September 30, 2015
Purpose: The City Attorney's Office is requesting authority to accept the fifth year of grant funding for the Underserved Victim Advocacy and Outreach Program. Funding in the amount of \$125,000 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

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10. Grant Award Summary

The Office of the City Attorney requests authority to accept \$125,000 in grant funding for the Underserved Victim Advocacy and Outreach (UVAO) program. 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 \$146,070, of which \$125,000 will be reimbursed to the City as follows: \$66,228 in salaries for one Witness Service Coordinator, \$24,312 in fringe benefits for one Witness Service Coordinator, \$1,510 for travel, \$31,181 for one part-time contracted victim advocate, \$600 for office supplies, \$790 volunteer recruitment and \$379 for the Victim Emergency Fund. The position authority for the Witness Service Coordinator is already provided through the 2014-15 Adopted Budget, therefore no additional position authorities are required.

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 \$12,500 will be satisfied through volunteer hours. In addition, the General Fund will have to bear \$8,570 in overhead costs, which includes \$2,775 for central services and \$5,795 for 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:

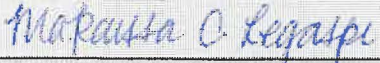

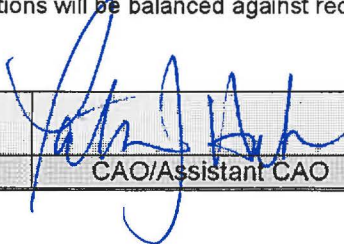

1. Approve and authorize the City Attorney, or his designee, to execute the Underserved Victim Advocacy and Outreach grant award between the City of Los Angeles and the California Office of Emergency Services for the period of October 1, 2014 to September 30, 2015, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney, or his designee, to accept the grant award in the amount of \$125,000 for funding the Underserved Victim Advocacy and Outreach Program for the period of October 1, 2014 to September 30, 2015;
3. Authorize the Controller to :
 - a. Establish a receivable in the amount of \$125,000 within Fund 368, Department 12;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12L401 - FY 14-15 UV Program - \$125,000
 - c. Upon receipt of grant funds, transfer up to \$90,540 from Fund 368, Department 12, Account 12L401 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 \$146,070, of which \$125,000 will be reimbursed by the California Office of Emergency Services for salaries, fringe benefits and expenses. The General Fund impact will be \$8,570 for overhead costs (central services and department administration), which are not reimbursed by the grant. The grant's match requirement of \$12,500 will be met 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