

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02060-0001

Date: July 29, 2016

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer



Subject: GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG), DRUG ENFORCEMENT, EDUCATION AND PREVENTION (DEEP) PROGRAM SUBRECIPIENT AWARD THROUGH LOS ANGELES COUNTY

Attached is the Grant Acceptance Packet for the U.S. Department of Justice, Bureau of Justice Assistance, Byrne Memorial Justice Assistance Grant (JAG), Drug Enforcement, Education and Prevention (DEEP) Program sub-award in the amount of \$129,840 received by the City Attorney's Office. JAG funds were allocated to the California Board of State and Community Corrections (BSCC), who in turn awarded Los Angeles County a grant to establish the Drug Enforcement, Education and Prevention (DEEP) Program to combat mid to high level narcotics trafficking in Los Angeles County. The sub-recipient award to the City will allow the City Attorney's Office to fund a prosecutor (Deputy City Attorney I) to abate locations with chronic gang and narcotic activities. 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

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

Recipient City Department: Office of the City Attorney		Award Notification Date: January 1, 2016	
Grant Award Title: Drug Enforcement, Education, and Prevention (DEEP) Program		Grant Amount: \$129,840 Prior Grant Award(s): \$105,600	
Awarding Agency: Edward Byrne Memorial Justice Assistance Grant (JAG) Program			
Grant Agreement Number/Reference:		Performance Start Date: January 1, 2016	Performance End Date: December 31, 2016
Purpose: The Office of the City Attorney requests authority to accept a sub-recipient grant funding of \$129,840 from the County of Los Angeles for the Drug Enforcement, Education, and Prevention (DEEP) program, wherein the Office of the City Attorney participates in a multi-stakeholder collaboration to combat mid to high level narcotics trafficking throughout Los Angeles County. Through continuation grant funding, the Office of the City Attorney will maintain staffing to abate chronic gang and narcotic activities from January 1, 2016 to December 31, 2016.			

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 approval to accept \$129,840 in grant funding for the Drug Enforcement, Education, and Prevention (DEEP) program. These funds originate from the Bureau of Justice Assistance and pass-through the California Board of State and Community Corrections (BSCC). BSCC allocates formula grant funds to the County of Los Angeles to operate the DEEP program, of which the Office of the City Attorney received \$129,840 as a sub-recipient. The funds will support the salary of one Deputy City Attorney II to abate locations with chronic gang and narcotic activities, including investigating and abating public nuisance properties and prosecuting individuals and/or entities that commit and/or permit criminal activity (narcotics and gangs) within these properties.

The total cost of the program is \$235,893 and will cover a period of January 1, 2016 to December 31, 2016. The grant award will cover \$129,840 for salary costs and the General Fund contribution is \$106,053. It is anticipated that the City will receive revenue from the grant enforcement activities. These revenues, in the form of reimbursement for attorneys' fees and investigative costs awarded as part of the court judgements, will be deposited into the City's General Fund revenue account.

The related General Fund costs have been included in the City Attorney's FY 2016-17 Adopted Budget.

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.

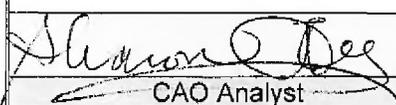
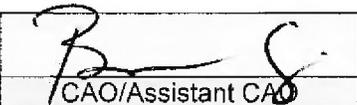
That the Council, subject to the approval of the Mayor:

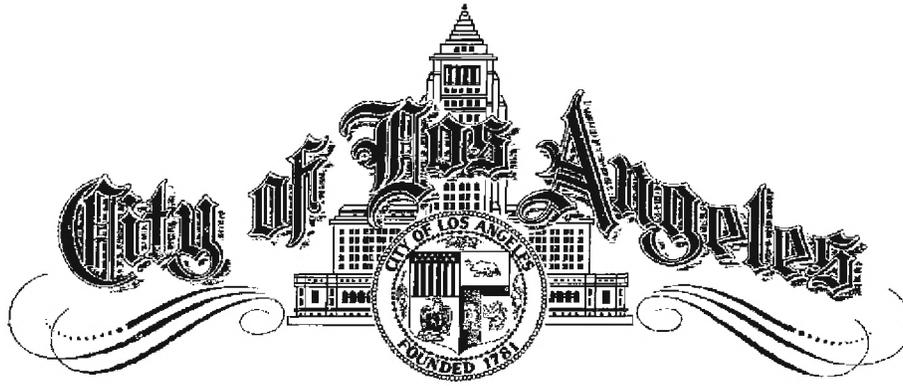
1. Approve and authorize the City Attorney, or designee, to accept the grant award in the amount of \$129,840 for the Drug Enforcement, Education, and Prevention (DEEP) program, for the period of January 1, 2016 to December 31, 2016;
2. Authorize the Controller to:
 - a. Establish a receivable in the amount of \$129,840 within Fund 368, Department 12;
 - b. Establish Appropriation Account within Fund 368, Department 12, as follows:
Account 12N631 - Byrne JAG – DEEP Program - \$129,840
 - c. Upon receipt of grant funds, transfer up to \$64,920 from Fund 368, Department 12, Account 12N631 to Fund 100, Department 12, Account No. 001010 – Salaries General; and,
3. Authorize 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):

General Fund contribution is \$106,053 for fringe benefits and indirect costs. It is anticipated that this amount will be reimbursed through the recoupment of attorney's fees and investigative costs included in the court final judgments as part of the grant enforcement activities. Approval of this request will allow for the disbursement of funds from the Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant. There is no required match for this grant. 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 the continuation of the grant.

 CAO Analyst	 Chief	 CAO/Assistant CAO	7/29/16 Date
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MIKE FEUER
CITY ATTORNEY

June 30, 2016

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

Honorable Members of City

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

Re: Edward Byrne Memorial Justice Assistance Grant (JAG) Program Drug Enforcement, Education, and Prevention (DEEP) Program

Contact persons: Michiko Reyes Tel. 213 978-7020
Jonathan Cristall Tel. 213 978-4657

Dear Mayor Garcetti and Honorable Members of City Council:

The Office of the City Attorney is transmitting for your review and approval a sub-recipient grant award totaling \$129,840 under the FY 2016-17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, with the County of Los Angeles as the prime recipient. This is Year Two of a three year grant cycle.

The California Board of State and Community Corrections (BSCC) allocates formula grant funds to Los Angeles County to operate the Drug Enforcement, Education, and Prevention (DEEP) program, wherein the City Attorney's Office participates in a multi-stakeholder collaboration to combat mid to high level narcotics trafficking throughout Los Angeles County. Through continuation grant funding, the City Attorney's Office will maintain staffing to abate chronic gang and narcotic activities. This includes investigating and abating public nuisance properties and prosecuting individuals and/or entities that commit and/or permit criminal activity (narcotics and gangs) within these properties. It is anticipated that based on satisfactory performance, grant funding will be renewed for an additional year through FY 2017-18.

OFFICER
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0130-02060-0001

The total cost to the City Attorney's Office for this program is **\$235,893**. The grant award will cover **\$129,840** for salary costs and the General Fund contribution is **\$106,053**. It is anticipated that the City will receive revenue from the grant enforcement activities. These revenues, in the form of reimbursement for attorneys' fees and investigative costs awarded as part of the court judgments, will be deposited in to the City's General Fund revenue account.

The related General Fund costs have been included in the City's FY 2016-17 approved budget.

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

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

1. **AUTHORIZE** the City Attorney or his designee to accept the grant award in the amount of \$129,840 for the Drug Enforcement, Education, and Prevention (DEEP) program, for the period of January 1, 2016 - December 31, 2016.
2. **AUTHORIZE** the Controller to:
 - a. **ESTABLISH** a receivable in the amount of \$ 129,840 within Fund 368, Department 12.
 - b. **ESTABLISH** Appropriation Account 12N631 - Byrne JAG – DEEP Program within Fund 368, Department 12 in the amount of \$129,840 .
 - c. **Transfer** \$64,920 from fund 368, Department 12, Account No. 12N631 - Byrne JAG – DEEP Program to Fund 100, Department 12, Account No. 001010 – Salaries General.
3. **AUTHORIZE** the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2016, the following action relative to the Byrne JAG DEEP Grant:

“That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to transfer \$64,920 from Fund 368, Department 12, Account 12N631 Byrne JAG – DEEP Program to Fund 100, Department 12, Account 1010 Salaries General.”

Honorable Eric Garcetti
City Council
June 30, 2016
Page Two

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.

Thank you for your consideration to this matter.

Sincerely,


Leela Kapur
Chief of Staff

cc: Miguel Santana, CAO
Sharon Lee, 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: Los Angeles County		E-Mail: pbflores@lasd.org		Phone: 323-526-5359
Project Manager: Jonathan Cristall		E-Mail: jonathan.cristall@lacity.org		Phone: 213-978-4657
Department/Bureau/Agency: Los Angeles City Attorney				Date: 06/30/2016
Grant Information				
Name of Grantor: Bureau of Justice Assistance - Byrne			Pass Through Agency: Cal EMA to LA County	
Grant Program Title: Drug Enforcement, Education, and Prevention (DEEP)			Notification of Award Date: May, 2016	
Funding Source (Public or Private): <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Other	Grant Type: <input checked="" 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 \$129,840	Match/In-Kind Funds \$0	Additional/Leveraged Funds \$106,053	Total Project Budget \$235,893
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	129,840			
Fringe Benefits			46,937	CAP 37 Fringe Benefits
Indirect			59,116	CAP 37 Related Cost
Equipment				
Materials/Supplies				
Travel				
Contractual Services				
Other				
Total:	129,840		106,053	
Approved Project				
Descriptive Title of Funded Project: Drug Enforcement, Education, and Prevention (DEEP)				
Performance Period Start/End Dates (Month/Day/Year): Start: 01/01/2016 End: 12/31/2016			Citywide: <input checked="" type="checkbox"/> Affected Council District(s): All Affected Congressional District(s): Citywide	
Purpose: <input type="checkbox"/> Capital/Infrastructure <input checked="" 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: Los Angeles County and multi-stakeholders addressing enforcement, intervention, prosecution and prevention activities.				
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 grant funding, the City Attorney's Office abates chronic gang and narcotic activities, which includes investigating and abating public nuisance properties, as well as prosecuting individuals and/or entities that commit and/or permit criminal activity (narcotics and gangs) within these properties. Included in the court judgments are attorneys fees and investigative costs recouped by the City.				

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.

General Fund contribution is \$106,053 for fringe and indirects. It is anticipated that this amount will be reimbursed through the recoupment of attorney's fees and investigative costs included in the court final judgments as part of the grant enforcement activities.

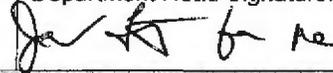
Acceptance Packet

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 checked="" 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:
MC Molidor

Department Head Signature:



Date:

7/1/16

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:

Date:

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

Grant Name: DEEP		Additional Costs**			Department:	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
Salaries						
1010 Salaries General	129,840			129,840		
1020 Salaries Grant Reimbursed				-		
1070 Salaries As Needed				-		
1090 Overtime				-		
Salaries Total:	\$ 129,840	\$ -	\$ -	\$ 129,840		
Related Costs*						
	CAP Rate					
Fringe Benefits	36.15%	46,937		46,937		46937.16
Department Administration	19.49%	25,306		25,306		25305.82
Central Services	26.04%	33,810		33,810		33810.34
Related Costs Total:		\$106,053	\$0	\$106,053		
Expense						
2120 Printing & Binding				0		
2130 Travel				0		
3040 Contractual Services				0		
3310 Transportation				0		
4160 Governmental Meetings				0		
6010 Office Supplies				0		
6020 Operating Supplies				0		
7300 Equipment				0		
other Cell Phone				0		
Expenses Total:		\$0	\$0	\$0		
Grand Total:	\$ 129,840	\$ 106,053	\$ -	\$ 235,893		
*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.						

