

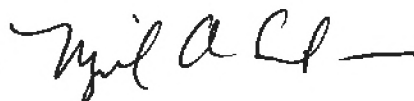
CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02062-0000

Date: November 4, 2015

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

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA OFFICE OF TRAFFIC SAFETY, FISCAL YEAR 2015-2016 ALCOHOL AND DRUG IMPAIRED DRIVING VERTICAL PROSECUTION PROGRAM AWARD**

Attached is the Grant Acceptance Packet for the Fiscal Year 2015-2016 Alcohol and Drug Impaired Driving Vertical Prosecution Program Grant in the amount of \$353,464, received by the City Attorney's Office from the California Office of Traffic Safety (OTS). OTS is the pass-through agency for the National Institute of Traffic and Highway Safety federal grant fund dollars. It should be noted that this is the fourth year that funds have been awarded for the City's vertical prosecution project to address impaired driving for alcohol and drugs. As a participant in the Grants Pilot Program, this department has 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 Agreement

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:04160040c

**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> August 2015	
<b>Grant Award Title:</b> Alcohol and Drug Impaired Driving Vertical Prosecution Program		<b>Grant Amount:</b> \$353,464 <b>Prior Grant Award(s):</b> \$349,984	
<b>Awarding Agency:</b> National Institute of Traffic and Highway Safety			
<b>Grant Agreement Number/Reference:</b>		<b>Performance Start Date:</b> October 1, 2015	<b>Performance End Date:</b> September 30, 2016
<b>Purpose:</b> The City Attorney's Office requests authority to accept grant funding in the amount of \$353,464 for the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the grant performance period of October 1, 2015 to September 30, 2016.			

<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>				
<ul style="list-style-type: none"> <li>Department requests acceptance of the Grant</li> </ul>	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
<ul style="list-style-type: none"> <li>Match Sources Identification completed</li> </ul>			X	( ) Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> <li>Additional Funds requested</li> </ul>			X	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
<ul style="list-style-type: none"> <li>Charter Section 1022 findings completed</li> </ul>			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
<ul style="list-style-type: none"> <li>Standard and Grantor Provisions or equivalent language is included</li> </ul>			X	( ) Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> <li>Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul>			X	( ) Submit to City Attorney for review and approval; copy to CAO
<b>5. Personnel Authorities</b>				
<ul style="list-style-type: none"> <li>Department has submitted a request for position(s)</li> </ul>		X		( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
<ul style="list-style-type: none"> <li>Department has submitted grant implementation instructions</li> </ul>	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
<ul style="list-style-type: none"> <li>Department has requested Funds/Accounts Set-up</li> </ul>	X			
<b>8. Governing Body Resolution/Certification</b>				
<ul style="list-style-type: none"> <li>Department has submitted Resolution/Certification</li> </ul>			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
<ul style="list-style-type: none"> <li>Department has submitted Fiscal Impact Statement</li> </ul>	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 authority to accept \$353,464 in grant funding for the Alcohol and Drug Impaired Driving Vertical Prosecution Program. These funds originate from the National Highway Traffic Safety Administration and pass through the California Office of Traffic Safety. The Alcohol and Drug Impaired Driving Vertical Prosecution Program grant will fund the salaries of two Deputy City Attorneys who will work with the Los Angeles Police Department on driving under the influence cases, increasing apprehension of defendants in bench warrant status, securing stronger sentencing penalties, training local prosecutors and law enforcement personnel regarding impaired driving, and raising awareness regarding the link between impaired driving and increased traffic fatality and injury rates. This is the fourth year the City Attorney's Office is receiving this grant.

The total cost of the program is \$467,760, of which \$353,464 will be reimbursed to the City as follows: \$254,161 in salaries, \$91,879 in fringe benefits, \$1,424 in partial central services, and \$6,000 in travel. There is no matching requirement for this grant. The City will have to absorb overhead costs which includes \$48,112 for the balance of central services and \$66,184 for department administration resulting in a total of \$114,296 that will not be 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.

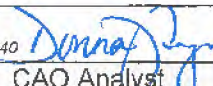


That the Council, subject to the approval of the Mayor:

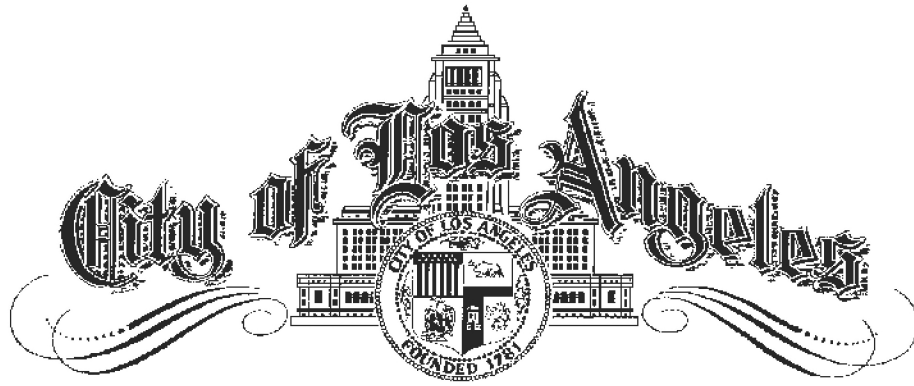
1. Approve the grant award between the City of Los Angeles and the California Office of Traffic Safety, and authorize the City Attorney, or his designee, to execute the grant award in the amount of \$353,464 for the Alcohol and Drug Impaired Driving Vertical Prosecution Program, subject to the approval 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 \$353,464 for funding the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the period of October 1, 2015 to September 30, 2016;
3. Authorize the Controller to:
  - a. Establish a receivable within Fund 368, Department 12, in the amount of \$353,464;
  - b. Establish a new appropriation account within Fund 368 as follows:  
 Account 12M231 – FY 15-16 Impaired Driving Prosecution - \$353,464
4. Upon receipt of grant funds, transfer up to \$347,464 from Fund 368, Department 12, Account 12M231 to Fund 100, Department 12, RSRC 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 Alcohol and Drug Impaired Driving Vertical Prosecution Program is \$467,760, of which \$353,464 will be reimbursed by the California Office of Traffic Safety. The General Fund impact will be \$114,296 for overhead costs which includes central services and department administration. No additional appropriation is needed. 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.

MAS:DV:04160040  CAO Analyst	 Chief	 CAO/Assistant CAO	11/13/15 Date
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**MICHAEL N. FEUER**  
CITY ATTORNEY

August 31, 2015

The Honorable Eric Garcetti  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Cary Gross

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

2015 SEP -2 AM 7:40  
CITY ADMINISTRATIVE OFFICER

**Re: FY 2015-16 California Office of Traffic Safety Grant Award  
Council File Number 11-1859**

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

Dear Mayor Garcetti and Members of City Council:

The Office of the City Attorney is transmitting for your review and approval \$353,464 in grant funding awarded by the Office of Traffic Safety (OTS), which is the pass through agency for the National Institute of Traffic and Highway Safety Agency. Now in its fourth year, this award will provide reimbursable funding for the salaries and fringe benefits for two Deputy City Attorney position authority resolutions from October 1, 2015 through September 30, 2016. These attorneys will aggressively prosecute driving under the influence offenders (both alcohol and drugs) within the City of Los Angeles. Because the Office of Traffic Safety does provide for indirect rate reimbursement, the General Fund impact to accept this award totals \$32,888. The total program budget is \$386,352.

As part of the "Alcohol and Drug Impaired Driving Vertical Prosecution Program," the two vertical prosecutors' duties and responsibilities will include working in conjunction with the Los Angeles Police Department on driving under the influence cases, increasing apprehension of defendants in bench warrant status, securing stronger sentencing penalties, training of local prosecutors and law enforcement personnel regarding emerging trends related to impaired driving, and raising critical awareness regarding the link between impaired driving and increased traffic fatality/injury rates. The grant award will also provide reimbursable funding for travel expenses for prosecutors for trainings and traffic safety conferences.



Impaired driving is one of California's most deadly crimes and represents a significant public health and public safety problem. According to a first-ever statewide roadside survey of alcohol and drug use by drivers, drugs that can affect driving were found in one of every seven weekend nighttime drivers in California during 2012. More drivers tested positive for drugs that may impair driving (14%) than did for alcohol (7.3%). Of the drugs, marijuana was most prevalent, at 7.4%, slightly more than alcohol.

The impaired driving rates in the City of Los Angeles rank among the highest in California. During FY 2014-15, the Los Angeles City Attorney's Office reviewed nearly 13,000 Vehicle Code Section 23152 (driving while impaired) cases and filed 12,000 criminal complaints. Acceptance of this grant award will enhance the enforcement of traffic safety laws and potentially save lives by reducing the number of impaired drivers on the road. It is anticipated that grant funding will continue beyond FY 2015-16 as a result of grantee performance and the ongoing need for resources in this area.

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 Office of Traffic Safety 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.
2. Authorize the City Attorney or his designee to **ACCEPT** the grant award in the amount of \$353,464 for funding the Alcohol and Drug Impaired Driving Prosecution Program for the period of October 1, 2015 through September 30, 2016.
3. **AUTHORIZE** the Controller to:
  - a. **ESTABLISH** a receivable in the amount of \$353,464 within Fund 368, Department 12.
  - b. **ESTABLISH** Appropriation Account 12M231 - FY 14-15 Impaired Driving Prosecution within Fund 368, Department 12 in the amount of \$353,464.
  - c. **TRANSFER** \$190,621 from Fund 368, Department 12, Account 12M231- FY 15-16 Impaired Driving Prosecution to Fund 100, Department 12, Account 1010 Salaries General.
4. **AUTHORIZE** the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2016, the following action relative to the Alcohol and Drug Impaired Driver Vertical Prosecution Program:

The Honorable Eric Garcetti  
Honorable City Council  
August 24, 2015  
Page 3

“That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to transfer \$63,540 from Fund 368, Department 12, Account 12M231 FY 15-16 Impaired Driving Prosecution to Fund 100, Department 12, Account 1010 Salaries General.”

5. **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. Should you have any questions or require assistance please contact Michiko Reyes at (213) 978-7020 or Janette Flintoft at (310) 570-0686.

Sincerely,

  
Leela Kapur  
Chief of Staff

cc: Miguel Santana, CAO  
Mara Legaspi, 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: Bernie Brown		E-Mail: bernie.brown@lacity.org		Phone: 213-978-8100	
Department/Bureau/Agency: City Attorney Criminal Division				Date: 8/31/2015	
Grant Information					
Name of Grantor: National Institute of Traffic and Highway Safety			Pass Through Agency: California Office of Traffic Safety		
Grant Program Title: Alcohol and Drug Impaired Driving Vertical Prosecution Program			Notification of Award Date: 08/24/2015		
Funding Source (Public or Private): <input checked="" type="checkbox"/> Federal <input checked="" 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 # 11-1859 Other ID # Grants Made Easy Open Category - No RFA 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: _____					
<b>Fiscal Information:</b>					
Awarded Funds	\$353,464.00	Match/In-Kind Funds	\$	Additional/Leveraged Funds	\$32,888
			Total Project Budget	\$386,352.00	
Approved Grant Budget Summary:					
Category	Awarded	Match	Additional	Explanation	
Personnel					
Salaries	254,161.00				
Fringe Benefits	93,303.00				
Indirect			32,888.00		
Equipment					
Materials/Supplies					
Travel	6,000.00				
Contractual Services					
Other					
Total:	349,981.00		32,888.00		
Approved Project					
Descriptive Title of Funded Project: Alcohol and Drug Impaired Driving Vertical Prosecution Program					
Performance Period Start/End Dates (Month/Day/Year): Start: 10/01/2015      End: 09/30/2016		Citywide: <input checked="" type="checkbox"/> Affected Council District(s): All Affected Congressional District(s): All			
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): LAPD					
Identify External Partners: LA Sheriff, California Highway Patrol, CDAA					
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.					
Now in its 4th year, the Office of Traffic Safety has awarded continuation funding to support two Deputy City Attorneys who will aggressively prosecute driving under the influence offenders (both alcohol and drugs) within the City of Los Angeles. Prosecutors will work with the LAPD on driving under the influence cases, increase apprehension of defendants in bench warrant status, secure stronger sentencing penalties, train local prosecutors and law enforcement personnel regarding impaired driving, and raise critical awareness regarding the link between impaired driving and increased traffic fatality/injury rates. The grant award will also fund travel expenses related to trainings and conferences.					

### 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 City Attorney grant application requested full cost recovery for two DCA positions. The grant Award by the Office of Traffic Safety approved funding for one year for salary and fringe benefits only. The total indirect cost of \$32,888 will be absorbed by the General Fund.**

**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 type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)    | <input type="checkbox"/> Additional Documents (if applicable)               |

Department Head Name:  
Mary Clare Molitor

Department Head Signature:



Date:

9/1/15

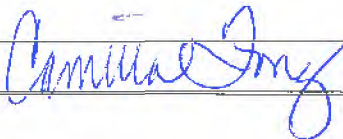
**FOR CAO USE ONLY**

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:

11/2/15



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

Grant Name: Alcohol and Drug Impaired Driving Vertical		Additional Costs**			Department:	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total		Comments
<b>Salaries</b>						
1010 Salaries General	-			-		
1020 Salaries Grant Reimbursed	254,161			254,161		
1070 Salaries As Needed				-		
1090 Overtime				-		
<b>Salaries Total:</b>	<b>254,161</b>	<b>-</b>	<b>-</b>	<b>254,161</b>		
<b>Related Costs*</b>						
	<b>CAP Rate</b>					
Fringe Benefits	36.71%	93,303.00		93,303		CAP 35 USED
Department Administration	4.19%	-	10,649	10,649		
Central Services	8.75%	-	22,239	22,239		
<b>Related Costs Total:</b>		<b>93,303</b>	<b>32,888</b>	<b>126,191</b>		USE CAP 37 - W
<b>Expense</b>						
2120 Printing & Binding				-		
2130 Travel		6,000		6,000.00		Travel for up to 2 City employees
3040 Contractual Services				-		
3310 Transportation				-		
4160 Governmental Meetings				-		
6010 Office Supplies				-		
6020 Operating Supplies				-		
7300 Equipment				-		
Other				-		
<b>Expenses Total:</b>		<b>6,000</b>	<b>-</b>	<b>6,000</b>		
<b>Grand Total:</b>		<b>353,464</b>	<b>32,888</b>	<b>386,352</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**

\*\*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.

