

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

Recipient City Department: The Office of the City Attorney		Award Notification Date: October 2015
Grant Award Title: Victim Assistance Program		Grant Amount: \$1,497,149 Prior Grant Award(s): \$1,044,451
Awarding Agency: Los Angeles County		
Grant Agreement Number/Reference:	Performance Start Date: 07/01/15	Performance End Date: 06/30/16
Purpose: The Office of the City Attorney is requesting authority to accept grant funding from the County of Los Angeles for the Victim Assistance Program (VAP). Funding in the amount of \$1,497,149 will provide for the continuation of victim services from July 1, 2015 to June 30, 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

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10. Grant Award Summary

The Office of the City Attorney is requesting approval to accept \$1,497,149 in grant funding for the 36th year of the Victim Assistance Program (VAP). The California Governor's Office of Emergency Services (Cal OES) awarded the County of Los Angeles \$5,988,596 to provide victim-witness services. \$1,497,149 will be awarded by the County of Los Angeles to the City Attorney's Office for the grant period of July 1, 2015 to June 30, 2016.

The total cost of the program is \$1,845,113 of which \$1,497,149 will be reimbursed to the General Fund as follows: \$764,253 in salaries, \$276,277 in fringe benefits, and \$456,619 in expenses. The remaining cost of \$347,964 is the City's contribution for related costs (central services and department administration). The grant guidelines require a match from the City in the amount of \$259,266, which the City will meet through payment of related costs.

Grant funding will provide for salaries, operating expenses and fringe benefits for 11 regular authority positions (nine full-time victim advocates and two administrative support positions) and 13 contract workers. Staff provides services to victims of crime and survivors of homicide victims including crisis intervention, resource and referral assistance, assistance with victim of crime claims, restitution assistance, and funeral arrangements. The victim advocates will be assigned to the highest need communities, in addition to the Los Angeles Police Department's (LAPD) Devonshire, Topanga and Pacific Area divisions and City Attorney branch offices. According to the City Attorney's Office, 7,012 new victims received services in 2014-15.

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 contract between the City and the County of Los Angeles in the amount of \$1,497,149 for the period of July 1, 2015 to June 30, 2016, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney or his designee to accept grant funding in the amount of \$1,497,149 from the County of Los Angeles;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$1,497,149 from the County of Los Angeles;
 - b. Establish the following appropriation account within Fund 368 as follows:
Account 12M301 - FY 15-16 Victim Assistance Program - \$1,497,149
4. Transfer up to \$1,040,530 from Fund 368, Department 12, Account 12M301 to Fund 100, Department 12, Account 5301, Reimbursement from Other Funds/Depts upon receipt of reimbursement; 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):

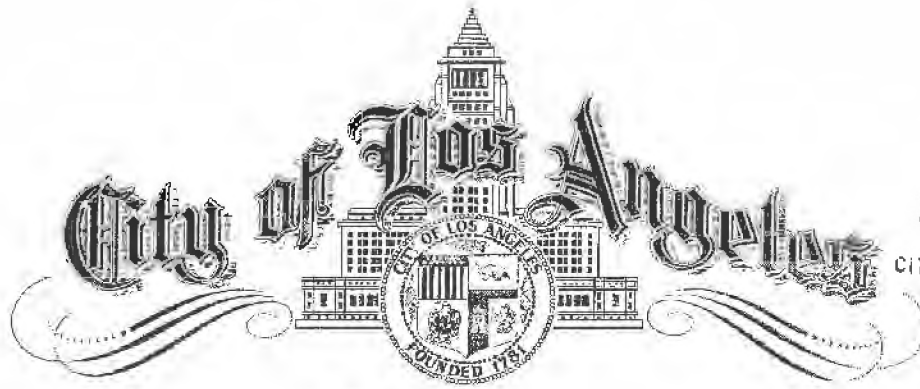
The total cost of the Victim Assistance Program is \$1,845,113 of which \$1,497,149 will be reimbursed by the County of Los Angeles for salaries, operating expenses, and fringe benefits. The General Fund impact will be \$347,964 in related costs for central services and department administration. The acceptance of the use of the grant funds is consistent with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from the continuation of the grant.

Ma. Paula C. Legaspi
CAO Analyst

Ellen Lee
Chief

[Signature]
CAO/Assistant CAO

12/29/15
Date



2015 DEC 14 PM 12:46
CITY ADMINISTRATIVE OFFICE

MIKE FEUER
CITY ATTORNEY

December 10, 2015

The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Pamela Finley

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

**Re: Victim Assistance Program (VAP) Grant for Fiscal Year 2015-16
Council File No. 07-1232**

Contact persons: Michiko Reyes Tel. 213 978-7020
Derek Tennell Tel. 213 978-2177

Dear Mayor Garcetti and Honorable Members of City Council:

The Office of the City Attorney is transmitting for your review and approval formula grant funding totaling \$1,497,149 for FY 2015-16 to support and expand the City's Victim Assistance Program (VAP).

Formula grant funds arise from the federal Victims of Crime Act, with the California Governor's Office of Emergency Services (CalOES) serving as the pass through agency. The County of Los Angeles is the prime recipient of these funds, with the City of Los Angeles as its sub-recipient. The County has confirmed its intent to make \$1,497,149 (25% of the total available funds) for the continued operation of VAP for FY 2015-16 to provide victim services throughout the City of Los Angeles.

The FY 2015-16 grant award is higher than anticipated and will serve to restore VAP to existing prior staffing levels, which experienced budget cuts resulting from decreased VOCA funds during the economic downturn. Originally, grant funds were allocated in the City's FY 2015-16 adopted budget to fully reimburse **\$764,253** toward VAP to provide ongoing support of eleven established position authorities and **\$276,277** for related fringe benefits. Thereafter, the County advised the City of **\$456,619** available in additional funding, for a total FY 2015-16 award of **\$1,497,149**.

Now in its 36th year of operation, the Los Angeles City Attorney's Office Victim Assistance Program (VAP) assists victims of crime through the provision of state mandated services (CA Penal Code Section 13835.5). In addition to orienting victims with the criminal justice system and supporting them throughout the court process, additional victim services include: emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, as well as aid procuring financial assistance through the California Victims of Crime Compensation Program for medical, mental health counseling, income/support loss, funeral/burial expenses, and relocation expenses.

VAP serves of all types of crimes victims, including individuals victimized by domestic violence, child abuse, elder abuse, robbery/assault, hate crimes, human trafficking, homicide, drug and alcohol impaired driving, and vehicular hit and run collisions.

During the FY 2014-15, VAP provided services to **7,012** new crime victims, provided **6,725** direct referrals to community and governmental agencies, assisted **2,152** victims file California Victims of Crime Compensation applications, linked **2,339** individuals to crisis intervention and emergency assistance support, provided **2,182** orientation overviews regarding the criminal justice system, accompanied **392** victims to court, and provided **78** presentations to public/governmental/law enforcement agencies regarding the program.

The original FY 2015-16 award of **\$764,253** will provide ongoing support for eleven established position authorities to carry out ongoing VAP services at existing locations and **\$276,277** for related fringe benefits.

The subsequent notice of **\$456,619** in additional FY 2015-16 grant funds will reimburse the city for the salary costs of **13 new personal services contracted workers anticipated to be hired in January, 2016**. This will close the gap in communities that have the highest needs and/or where there is currently no full time victim advocate placed, including at LAPD's Devonshire, Topanga, and Pacific police divisions. During the balance of the FY 2015-16 grant period these new victim advocates will undergo training and secure their geographic assignments. Thereafter, they will engage in new outreach through orientations, trainings, and distribution of VAP pamphlets and brochures in previously underserved communities to build residents' trust. As a result of the increased presence and awareness of VAP throughout the City of Los Angeles over the next several months, there will be a corresponding increase in the number of victims served. When fully operational in the next grant year, this increased funding and new staff should allow the program to serve 25% additional victims.

Grant funding will also cover operating and equipment expenses, travel and training, victim emergency fund drawdown reimbursements, office supplies, eleven additional computers, and Wi-Fi for all staff members through June 30, 2016.

As detailed below, the total cost to the City Attorney's Office to operate VAP is **\$1,845,113**:

- Salary \$ 764,253
- Fringe Benefits \$ 276,277
- Indirects \$ 347,964
- Materials/Supplies \$ 38,437
- Travel \$ 19,311
- Contractual Expenses \$ 392,371
- Victim Emergency Fund \$ 6,500

The County will reimburse the City with moneys received from CalOES as follows: **\$764,253** in salaries, **\$276,277** in fringe benefits, and **\$456,619** in additional operating costs to include 16 Contracted Personal Service Workers. The remaining **\$347,964** reflects the City's contribution for related indirect costs (central services and departmental administration). In order to accept the grant funds, the grant requires a 20% match totalling **\$259,266** and the remaining **\$88,698** reflects the additional funding the City contributes to fully support the program's indirect costs.

It is anticipated that these formula grant funds will be renewed for FY 2017.

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

1. Authorize the City Attorney or designee to **EXECUTE** the grant agreement between the County of Los Angeles and the City Attorney's Office.
2. Authorize the City Attorney or designee to **ACCEPT** grant funding in the amount of \$1,497,149 from the County of Los Angeles.
3. That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to:
 - a. Establish a receivable for this program by \$1,497,149 from the County of Los Angeles;
 - b. Establish the appropriation account within Fund 368, as follows:

<u>Account</u>	<u>Title</u>	<u>Amount</u>
12M301	FY 15-16 Victim Assistance Program	\$1,497,149

4. Transfer up to \$1,040,530 from Fund 368/12, Account 12M301 to Fund 100/12, Revenue Source 5301, Reimbursement from Other funds, upon receipt of grant reimbursements.

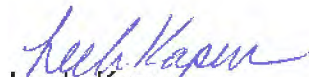
December 10, 2015

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5. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

Thank you for your consideration in this matter.

Very truly yours,



Leela Kapur
Chief of Staff

cc: Michiko M. Reyes
Derek Tennell
Kathy Colobong
Maria 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 checked="" type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Derek Tennell		E-Mail: derek.tennell@lacity.org		Phone: 213-978-2177
Department/Bureau/Agency: City Attorney			Date: 11/24/2015	
Grant Information				
Name of Grantor: CalOES			Pass Through Agency: LA County District Attorney	
Grant Program Title: Victim Assistance Program (VAP)			Notification of Award Date: 10/21/2015	
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 checked="" type="checkbox"/> Formula/Block <input type="checkbox"/> Competitive/Discretionary <input type="checkbox"/> Other		Funds Disbursement: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement
				Agency's Grant ID: CFDA # <u>16-575</u> Other ID # <u>C.F. No. 07-1232</u> eCivis ID# _____
Match Requirement: <input type="checkbox"/> None <input type="checkbox"/> Recommended <input type="checkbox"/> Mandatory _____ Amount = _____ % Match				
Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind Identify Source of Match: <u>General fund</u>				
Fiscal Information:				
	Awarded Funds \$1,497,150	Match/In-Kind Funds \$259,266	Additional/Leveraged Funds \$88,698	Total Project Budget \$1,845,113
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	764,253			
Fringe Benefits	276,277			
Indirect		259,266	88,698	
Equipment				
Materials/Supplies	38,437			
Travel	19,311			
Contractual Services	392,371			
Other	6,500			Victim emergency fund
Total:	1,497,149	259,266	88,698	
Approved Project				
Descriptive Title of Funded Project: Victim Assistance Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/15 End: 08/30/16			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: Los Angeles County 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 County of Los Angeles has confirmed its intent to make \$1,497,149 available to the City as a sub-recipient of VOCA and state victim assistance funds, which will provide continuation funding for the 36 th year of operation of the City Attorney's Victim Assistance Program (VAP). VAP provides services to victims of crime and survivors of homicide victims. Grant funds pay for the salaries of eleven employees (including nine full-time victim advocates) and 16 contract workers to provide services throughout the City of Los Angeles consistent with prior staffing levels. VAP staff is assigned to offices located in Los Angeles Police Department (LAPD) divisions or City Attorney branch offices.				

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 cost of VAP is \$1,845,113 as detailed on the attached budget. The grant funds total \$1,497,149 and will be reimbursed by the County of Los Angeles with moneys received from the CalOES. Grant funds will be used as follows: Salary - \$764,253; Fringe Benefits - \$276,277; Contractual Expenses - \$392,371; and Operating Expenses - \$64,248. The General Fund will contribute \$347,964 (which includes a 20% mandatory cash match of \$259,266 and the City's contribution of \$88,698).

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 Molitor

Department Head Signature: 

Date: 12/9/2015

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: 12/23/15

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

Grant Name: Victim Assistance Program		Additional Costs**			Department:	Comments
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total		
Salaries						
1010 Salaries General						
1020 Salaries Grant Reimbursed	764,253	-	-	764,253		
1070 Salaries As Needed						
1090 Overtime						
Salaries Total:	\$ 764,253	\$ -	\$ -	\$ 764,253		
Related Costs*						
	CAP Rate					
Fringe Benefits	36.15%	276,277		276,277		
Central Services	19.49%		148,953	148,953		
Department Administration	26.04%		199,011	199,011		
Related Costs Total:		\$ 276,277	\$ 347,964	\$ 624,241		
Expense						
2120 Printing & Binding				0		
2130 Travel		19,311		19,311		
3040 Contractual Services		392,371		392,371		
3310 Transportation				0		
4160 Governmental Meetings				0		
6010 Office Supplies		38,437		38,437		
6020 Operating Supplies				0		
7300 Equipment				0		
Victim Emergency Funds		6,500		6,500		
Expenses Total:		\$456,619	\$0	\$0	\$456,619	
Grand Total:		\$ 1,497,149	\$ 347,964	\$ -	\$ 1,845,113	
<p>*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.)</p> <p>**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.</p>						

**Grant Award Notification and Acceptance
Detail of Positions Salary Costs for Grant**

Department: <u>City Attorney</u> Project Name: <u>Victim Assistance Program</u>				Other Funding Sources								Comments
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		City Non-Reimbursable**		Non-City		
				No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Administrative Coordinator IV @ 50%	1		1		69,409	1	69,409					
Administrative Coordinator II	1		1		94,865	1	94,865					
Witness Service Coordinator (Victim Service Coordinators)	9		9		599,979	9	599,979					
Total:	11		11	-	764,253	11	764,253	-	-	-	-	

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.

**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.