


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0001

Date: January 31, 2018

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
Sharon Dickinson, City Clerk's OfficeFrom: Richard H. Llewellyn, Jr., Interim City Administrative Officer
Subject: **GRANTS PILOT PROGRAM – GRANT AUGMENTATION ACCEPTANCE PACKET FOR CALIFORNIA OFFICE OF EMERGENCY SERVICES (CAL OES), VICTIMS OF CRIME ACT (VOCA) GRANT TO SUPPORT THE CITY OF LOS ANGELES – COUNTY VICTIM SERVICES (XC) PROGRAM FOR JULY 1, 2018 THROUGH DECEMBER 31, 2019**

Attached is the Grant Augmentation Acceptance Packet from the California Office of Emergency Services (CAL OES) for the Fiscal Year 2016-18 Victims of Crime Act (VOCA) Grant in the amount of \$2,427,405 received by the City Attorney's Office. This grant augmentations will support the City of Los Angeles – County Victim Services (XC) Program for an additional 18-month performance period effective July 1, 2018 through December 31, 2019. A required match of \$606,851 has been identified from cash and in-kind resources. 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

RHL:ACA:CLF:04180060c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: August 2017	
Grant Award Title: 2016-18 City of Los Angeles-County Victim Services Grant Augmentation		Grant Amount: \$2,427,405 Prior Grant Award(s): \$3,341,767	
Awarding Agency: California Governor's Office of Emergency Services (CalOES)			
Grant Agreement Number/Reference: C.F. 16-1189		Performance Start Date: July 1, 2018	Performance End Date: December 31, 2019
Purpose: The Office of the City Attorney is requesting authority to accept grant funding from the California Governor's Office of Emergency Services (CalOES) for the City of Los Angeles-County Victim Services (XC) Program (XC Grant). Funding in the amount of \$2,427,405 will provide for the continuation of victim services provided from July 1, 2018 to December 31, 2019. The Council previously authorized the City Attorney to accept grant funding in the amount of \$3,341,767 (C.F. 16-1189). This request is to accept an additional \$2,427,405 in grant funding for a total of \$5,769,172 for the 2016-18 City of Los Angeles-County Victim Services (XC) Program.			

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 City Attorney is requesting approval to accept an additional \$2,427,405 in grant funding for the City of Los Angeles-County Victim Services (XC) Program (XC Grant) for Fiscal Years 2018-19 and 2019-20. The Council previously authorized the City Attorney to accept grant funding in the amount of \$3,341,767 (C.F. 16-1189). Since then, the California Governor's Office of Emergency Services (CalOES) indicated its intent to augment the original grant award by an additional \$2,427,405, which will extend the XC Program an additional 18 months, from July 1, 2018 to December 31, 2019.

The total cost of the program is \$3,034,256, of which \$2,427,405 will be reimbursed to the General Fund as follows: \$130,391 in salaries, \$84,298 in related costs, \$16,307 in expenses, \$2,194,744 in contractual services, and \$1,665 in Victim Emergency Funds. The match requirement of \$606,851 will be met as follows: \$250,826 of current City funded personnel in the Family Violence Unit working in conjunction with XC staff on direct victim services, and \$356,025 by the XC Program sub-recipient agencies through non-grant funded staff time towards supporting victims.

(Grant Award Summary continued on page 3)

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 execute an agreement between the California Governor's Office of Emergency Services (CalOES) and the City Attorney's Office to increase the contract amount by \$2,427,405 from \$3,341,767 to \$5,769,172 for the period of July 1, 2018 to December 31, 2019, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney or designee to accept the additional funding in the amount of \$2,427,405 from CalOES for the XC Program;
3. Authorize the Controller to:
 - a. Increase the receivable for this program by \$2,427,405 from CalOES;
 - b. Increase appropriation account within Fund 368 as follows: Account No. 12N321 – Victim Assistance XC Program – \$2,427,405;
 - c. Transfer upon receipt of grant funds and approval of grant expenses, up to \$178,251 from Fund 368, Account 12N321 to the following within General Fund 100:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
100	12	001010	Salaries General	\$ 86,376
100	02	001010	Salaries General	\$ 85,820
100	02	003040	Contractual Services	\$ 3,350
100	02	006010	Office and Administrative	\$ 2,705
Total				\$178,251

- d. Transfer upon receipt of grant funds and approval of grant expenses, up to \$84,298 from Fund 368/12 to Fund 100/12, Account No. 5361, Related Cost Reimbursement-Other Funds, for the related costs.

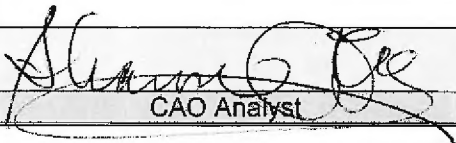
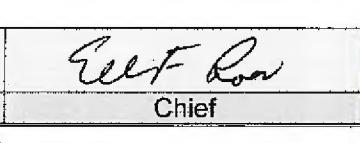
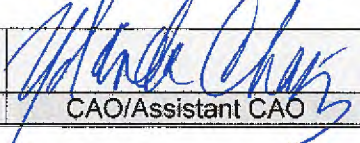
(Recommendations continued on page 3)

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 project cost of the City of Los Angeles-County Victim Services Program is \$3,034,256 of which \$2,427,405 will be reimbursed by the California Governor's Office of Emergency Services (CalOES) for salaries, related costs, expenses, contractual services, and Victim Emergency Funds. There is no General Fund impact associated with the acceptance of this award.

			Doc. No. 04180060
 CAO Analyst	 Chief	 CAO/Assistant CAO	01/30/18 Date

10. Grant Award Summary (continued from page 2)

During the first 15 months of the XC grant cycle (July 1, 2016 to September 30, 2017), staff served 3,487 new and continuing crime victims through the following services: 2,495 assists with filing for California Victim Compensation Board applications, of which 1,288 applications were filed; 2,656 information and referrals; 203 personal advocacy and accompaniments; 344 emotional support or safety services; 467 referrals and assistance to shelter/housing services; and 501 criminal justice system assistances.

11. Recommendations (continued from page 2)

4. Instruct the City Clerk to place on the agenda for the first regular Council meeting on July 1, 2019, or shortly thereafter, the following instructions relative to the City of Los Angeles-County Victim Services (XC) Program;

"That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$90,140 from City Attorney Grants Fund 368, Department 12, Account 12N321, Victim Assistance XC, to the following accounts within General Fund 100:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
100	12	001010	Salaries General	\$44,015
100	02	001010	Salaries General	42,911
100	02	003040	Contractual Services	1,250
100	02	006010	Office and Administrative	<u>1,964</u>
				Total \$ 90,140

5. Authorize the City Attorney or designee to extend current vendor agreements for an additional 18-months (July 1, 2018 to December 31, 2019) between the City Attorney Office's contractual service providers, which include the Department of Aging (LADOA), the agencies participating in the Los Angeles City Domestic Abuse Response Team (1736 Family Crisis Center; Children's Institute, Inc.; Casa de la Familia; Domestic Abuse Center; Good Shepherd Shelter; and Project Peacemakers, Inc.); and, Peace Over Violence; Strength United Family Justice Center; Coalition to Abolish Slavery and Trafficking; Journey Out; and the Center for the Pacific Asian Family;

6. Authorize the General Manager of the LADOA, or designee, to execute a contract with Wise and Healthy Aging (WISE) for the City of Los Angeles-County Victim Services (XC) Program Grant to provide grant related trainings for an 18-month period, beginning July 1, 2018. The contractor is to be awarded a total of \$4,600 for an 18-month contract period beginning July 1, 2018 through December 31, 2019. (\$3,350 for Year 1 beginning July 1, 2018 and \$1,250 for Year 2 beginning July 1, 2019.); and,

7. Authorize the General Manager of the LADOA, or designee, to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions; and,

8. 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.



MICHAEL N. FEUER
City Attorney

December 18, 2017

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: FY 2016-18 City of Los Angeles County Victim Services (XC) Program
Council File No. 16-1189**

Contact persons: Michiko Reyes Tel. 213 978-7020
Derek Tennell Tel. 213 978-4518

Dear Mayor Garcetti and Honorable Members of City Council:

The Office of the City Attorney is transmitting for your review and approval a grant augmentation to the **City of Los Angeles County Victim Services ("XC") Program** (Council File #16-1189).

XC augmentation 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 original XC grant totaled \$3,341,767 for the period July 1, 2016 - June 30, 2018.

Cal OES has indicated its intent to augment the original grant award by an additional \$2,427,405, which will extend the XC Program an additional 18 months (July 1, 2018 through December 31, 2019).

During the first 15 months of the XC grant cycle (July 1, 2016 – September 30, 2017), staff served 3,487 new and continuing crime victims¹, through the following services: 2,495 assists with filing for California Victim Compensation Board applications, of which 1,288 applications were filed; 2,656 information and referrals; 203 personal advocacy and accompaniment; 344 emotional support or safety services; 467 referrals and assistance to shelter/housing services; and 501 criminal justice system assistance.

¹ The XC project experienced a six-month implementation and hiring delay, which factors into the differential of new and continuing victims served, when compared to the reported program statistics of the Victim Assistance Program's (VAP) primary grant ("VAP Basic") for FY 16-17.

The grant augmentation of \$2,427,405 will allow the continued operation of the XC Program to address the gaps in victim services/needs previously determined by the Victim Services Steering Committee (VSSC) in spring of 2016. The VSSC tasked the City Attorney's Office, through the Victim Assistance Program, with programmatic implementation and administration of XC grant funds. The identified gaps included expanding the number of victim advocates assigned to Los Angeles Police Department (LAPD) stations, enhancing direct victim services provided by grant subrecipient agencies, and supporting grant administration costs.

Through the augmentation funding, the City Attorney's Office will maintain and ensure coverage of nine (9) full-time contracted victim assistance advocates at the following LAPD stations: 77th2, Devonshire, Foothill, Mission, Pacific, Topanga, Valley Traffic, and Van Nuys³. These locations complement stations staffed by personnel funded under the Victim Assistance Program (VAP) grant, CF #16-1246 to ensure a full breadth of victim services throughout the City of Los Angeles. In addition, XC grant funds will provide ongoing support of one (1) full-time Administrative Coordinator I and one (1) Administrative Coordinator IV to provide comprehensive programmatic and fiscal oversight.

In addition, existing XC grant subrecipient agencies will continue to provide enhanced direct services to underserved victim populations (including domestic violence, children exposed to trauma/violence, human trafficking, and the elderly), while providing monthly reports to the City Attorney's Office to ensure program goals and objectives are met. These existing subrecipient service providers are comprised of government agencies and community-based organizations, including the Los Angeles City Department of Aging, the Los Angeles City Domestic Abuse Response Team (*through 1736 Family Crisis Center, Children's Institute, Inc., Casa de la Familia, Domestic Abuse Center, Good Shepherd Shelter, and Project: Peacemakers, Inc.*), Peace Over Violence, Strength United Family Justice Center, Coalition to Abolish Slavery and Trafficking, Journey Out, and the Center for the Pacific Asian Family.

The total project cost to extend the XC Program for an additional 18 months is **\$3,034,256**, of which Cal OES will reimburse the City **\$2,427,209**. There is a grant match totaling **\$606,851** from cash and in-kind sources. There is no new General Fund contribution to accept augmentation funding.

The XC grant augmentation budget details are below:

• Personnel	\$ 381,217
• Fringe Benefits	\$ 51,465
• Indirect Costs	\$ 32,833
• Materials/Supplies	\$ 5,723
• Travel	\$ 10,584
• Contractual Services	\$ 2,543,195
• Victim Emergency Funds	\$ 1,665
• Community Volunteer Time	\$ 7,574
Total:	\$3,034,256

² Two advocates will staff 77th.

³ The advocate will be co-located with LAPD at the Van Nuys Family Justice Center.

Cal OES will reimburse the City with monies received from the XC grant as follows: \$130,391 in salaries, \$84,298 in related costs, \$2,194,744 for contractual services, and an additional \$17,972 in operating costs. The remaining \$606,851 reflects the City's contribution to fulfill the match requirement in the form of \$250,826 City funded personnel working in conjunction with XC staff on direct victim services. The balance of the \$356,025 match will be covered by the XC subrecipient agencies through their related costs.

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 an agreement between Cal OES and the City Attorney's Office, to increase the contract amount by \$2,427,405, from \$3,341,767 to \$5,769,172, for the period of July 1, 2018 to December 31, 2019.
2. **AUTHORIZE** the City Attorney or designee to **ACCEPT** the additional funding in the amount of \$2,427,405 from Cal OES for the XC Program.
3. That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to:

- a. Increase the receivable for this program by \$2,427,405 from Cal OES;
- b. Increase appropriation account within Fund No. 368, as follows:

<u>Account</u>	<u>Title</u>	<u>Amount</u>
12N321	Victim Assistance XC Program	\$2,427,405

- c. **TRANSFER** upon receipt of grant funds and approval of grant expenses, up to \$178,251 from Fund 368/12, Account 12N321 to the following accounts within General Fund 100:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
100	12	001010	Salaries - General	\$86,376
100	02	001010	Salaries - General	\$85,820
100	02	003040	Contractual Services	\$3,350
100	02	006010	Office & Adm. Exp	\$2,705
Total				\$178,251

- d. **TRANSFER** upon receipt of grant funds and approval of grant expenses, up to \$84,298 from Fund 368/12 to Fund 100/12, Account No. 5361, Related Cost Reimbursement – Other Funds, for the related costs.
4. **AUTHORIZE** the City Council to Instruct the City Clerk to place on Council Agenda for July 1, 2019, the following actions relative to the County Victim Services (XC) program:

"That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to transfer \$90,140 from City Attorney Grants Fund 368, Department 12, Account 12N321, Victim Assistance XC, to the following accounts within General Fund 100:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
100	12	001010	Salaries - General	\$44,015
100	02	001010	Salaries - General	\$42,911
100	02	003040	Contractual Services	\$1,250
100	02	006010	Office & Adm. Exp	\$1,964
Total				\$90,140

5. **AUTHORIZE** the City Attorney or designee to extend current vendor agreements for an additional 18-months (July 1, 2018 to December 31, 2019) between the City Attorney's Office's contractual service providers, which include Department of Aging, the agencies participating in the Los Angeles City Domestic Abuse Response Team (1736 Family Crisis Center, Children's Institute, Inc., Casa de la Familia, Domestic Abuse Center, Good Shepherd Shelter, and Project Peacemakers, Inc.), Peace Over Violence, Strength United Family Justice Center, Coalition to Abolish Slavery and Trafficking, Journey Out, and the Center for the Pacific Asian Family.
6. **AUTHORIZE** the General Manager of the LADOA, or designee, to execute a contract with Wise and Healthy Aging (WISE) for the City of Los Angeles County Victim Services (XC) Program Grant for the purpose of providing grant related trainings for an 18-month period, beginning July 1, 2018. The contractor is to be awarded a total of \$4,600 for an 18-month contract period beginning July 1, 2018 through December 31, 2019. (\$3,350 for Year 1 beginning July 1, 2018 and \$1,250 for Year 2 beginning July 1, 2019.)
7. **AUTHORIZE** the General Manager of the LADOA, or designee, to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and **AUTHORIZE** the Controller to implement the instructions.
8. **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.

Thank you for your consideration in this matter.

Very truly yours,


Leela Kapur
Chief of Staff

cc: Michiko M. Reyes
Derek Tennell
Angela Moreno
Sharon Lee – 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: Derek Tennell		E-Mail: derek.tennell@lacity.org		Phone: 213-978-4518	
Department/Bureau/Agency: City Attorney				Date: December, 2017	
Grant Information					
Name of Grantor: California Office of Emergency Services			Pass Through Agency:		
Grant Program Title: City of Los Angeles County Victim Services (XC Grant)			Notification of Award Date: August, 2017		
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 # _____ Other ID # <u>C.F.16-1189</u> eCivis ID# _____					
Match Requirement: <input type="checkbox"/> None <input type="checkbox"/> Recommended <input checked="" type="checkbox"/> Mandatory \$606,851 Amount = 20 % Match					
Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind Identify Source of Match: <u>Volunteer hours and general fund contribution</u>					
Fiscal Information:		Awarded Funds \$2,427,405	Match/In-Kind Funds \$606,851	Additional/Leveraged Funds \$	Total Project Budget \$3,304,256
Approved Grant Budget Summary:					
Category	Awarded	Match	Additional	Explanation	
Personnel					
Salaries	130,391	250,826		18 month augmentation	
Fringe Benefits	51,465				
Indirect	32,833			City's In-direct Costs @ CAP 38	
Equipment					
Materials/Supplies	5,723				
Travel	10,584				
Contractual Services	2,194,744	348,451		Non-City funds; contractual vendors will contribute	
Other	1,665			Victim emergency funds	
		7,574		In-kind match through volunteer hours	
Total:	2,427,405	606,851			
Approved Project					
Descriptive Title of Funded Project: City of Los Angeles County Victim Services (XC Grant)					
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/18 End: 12/31/19		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): LAPD					
Identify External Partners: CAST, CPAF, DART, Journey Out, POV, SUFJC, and City Department of Aging.					
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 California Governor's Office of Emergency Services (Cal OES) has awarded the City to receive a grant augmentation of \$2,427,405 to fund the continued operation of the City of Los Angeles County Victim Services (XC) Program for FY 16-18 for an additional 18 months (July 1, 2018-December 31, 2019). The XC Program addresses the gaps in victim services/needs by increasing staffing levels at police stations and offices citywide, and enhancing services to crime victims through subrecipient agencies including CAST, CPAF, DART, Journey Out, POV, SUFJC, and City Department of Aging.					

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.

There is no new General Fund impact.

The total project cost of the XC rant is \$3,034,256. The grant augmentation of \$2,427,405 will allow the continuation of the XC Grant for an additional 18 months (July 1, 2018-December 31, 2019). The required match (cash or in-kind) of \$606,851 is spread among the City and XC grant subrecipients, and will not result in any new General Fund contributions.

The City's in-kind contribution is comprised of existing Family Violence Advocates (\$250,826), whose positions are already included in the adopted FY 16/17 budget, and City volunteer hours (\$7,574).

The balance of the match (\$348,451) is fully satisfied through the subrecipient agencies' contributions.

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 checked="" type="checkbox"/> Copy of Award Notice <i>Pending</i> |
| <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:

Department Head Signature:

Date:

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:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Complete | The Acceptance Packet has been forwarded to appropriate CAO analyst |
| <input type="checkbox"/> Returned to Department | (Additional information/documentation has been requested.) |
| <input type="checkbox"/> Flagged | (See comments below.) |

Comments:

CAO Grants Oversight Unit Signature: *Camille King*

Date: *1/26/18*

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

Grant Name: Victim Assistance Program		Additional Costs**			Department:	
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments
Salaries						
1010 Salaries General		130,391	250,826	-	381,217	
1020 Salaries Grant Reimbursed						
1070 Salaries As Needed						
1090 Overtime						
Salaries Total:		\$ 130,391	\$ 250,826	\$ -	\$ 381,217	
Related Costs*						
	CAP Rate					
Fringe Benefits	39.47%	51,465			51,465	
Central Services	10.17%	13,261			13,261	
Department Administration	15.01%	19,572			19,572	
Related Costs Total:		\$ 84,298	\$ -	\$ -	\$ 84,298	
Expense						
2120 Printing & Binding		2,029			2,029	
2130 Travel		10,584			10,584	
3040 Contractual Services		2,194,744		348,451	2,543,195	
3310 Transportation					0	
4160 Governmental Meetings					0	
6010 Office Supplies		3,694			3,694	
6020 Operating Supplies					0	
7300 Equipment					0	
Victim Emergency Funds		1,665			1,665	
Community Volunteer Time				7,574	7,574	
Expenses Total:		\$ 2,212,716	\$ 0	\$ 356,025	\$ 2,568,741	
Grand Total:		\$ 2,427,405	\$ 250,826	\$ 356,025	\$ 3,034,256	
<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: City Attorney				Other Funding Sources								
Project Name: Victim Assistance Program				City				Non-City				
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		No.	Cost	Comments
				No.	Cost	No.	Cost	No.	Cost			
Administrative Coordinator I	1		1		118,188	1	118,188					18 months
Administrative Coordinator IV	1		1		12,203	1	12,203					18 months @ 5%
Total:	2		2		130,391	2	130,391	-	-	-	-	
<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>												