

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 20, 2018

CAO File No. 0130-02071-0002

Council File No. 16-1189

Council District: --

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Transmittal from the City Attorney dated June 8, 2018

Subject: **FY 2016-18 CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES,
VICTIMS OF CRIME ACT GRANT – TECHNICAL CORRECTION, CONTRACTING
AUTHORITIES, AND BUDGET MODIFICATIONS**

RECOMMENDATIONS

1. Relative to C.F. 16-1189 adopted by the Council on July 1, 2017, rescind Recommendation No. 10 as this duplicates the action approved by Council under C.F. 16-0600-S173 dated July 25, 2017, Recommendation 7.C.
2. Relative to C.F. 16-1189 adopted by the Council on February 21, 2018, rescind Recommendation Nos. 3.c., 3.d., 4, 5, 6, and 7 and replace with the following:

- a. Transfer upon receipt of grant funds and approval of grant expenses, up to \$83,261 from Fund No. 368/12 to Fund No. 100/12, Account No. 5361, Related Cost Reimbursement-Other Funds, for the related costs;
- b. Instruct the City Clerk to place on the agenda for the first regular Council meeting on July 1, 2018, or shortly thereafter, the following instruction related to the City of Los Angeles-County Victim Services (XC) Program:

Authorize the Controller to transfer up to \$84,773 from City Attorney Grants Fund No. 368/12, Account No. 12N321, Victim Assistance XC, to Fund No. 100/12, Account 001010 – Salaries General;

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

Authorize the Controller to transfer up to \$44,014 from City Attorney Grants Fund No. 368/12, Account No. 12N321, Victim Assistance XC, to Fund No. 100/12, Account 001010 – Salaries General;

- d. Authorize the City Attorney, or designee, to extend current vendor agreements for an additional 18-months (July 1, 2018 through December 31, 2019) between the City Attorney's Office contractual services providers, as selected by the City Attorney's Victim Assistance Program, to include the Center for the Pacific-Asian Family; Children's Institute, Inc.; Coalition to Abolish Slavery and Trafficking; Journey Out; Peace Over Violence; and Strength United Family Justice Center; and,
3. Reauthorize Recommendation Nos. 11 and 8 of the respective Council actions authorizing the City Administrative Officer to make technical corrections as necessary to transactions included in the respective reports to implement Mayor and Council intentions.

SUMMARY

The City Attorney's Office accepted a grant award on July 28, 2016 totaling \$3,341,767 from the California Governor's Office of Emergency Services (CalOES) for the City of Los Angeles County Victim Services Program. The grant provided a two-year performance period from July 1, 2016 through June 30, 2018. On January 25, 2018, the City Attorney's Office accepted a grant augmentation award of \$2,427,405 from CalOES and was approved for a performance period extension through December 31, 2019. The total matching requirement for this grant is \$1,442,293, which is comprised of \$716,946 in General Funds, \$713,048 in contractual vendor contributions, and \$12,299 in volunteer hours. The grant is utilized to fund the City of Los Angeles County Victim Services (XC) Program. The City Attorney now requests various actions to properly facilitate the use and expenditure of grant funds, as detailed in Attachment 2. A recap of the required actions is also provided by the Controller's Office in Attachment 1.

The City's XC Program is a collaborative effort between the Los Angeles Police Department, the City Attorney's Office, and contractual service providers. The XC Program began with 12 contractual service providers, which included the City of Los Angeles Department of Aging (LADOA) and 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, to maintain or introduce direct victim services available at Los Angeles Police Department area stations. A contract between the LADOA and Wise and Healthy Aging (WISE) was also authorized to provide grant-related trainings. Subsequent to the City Attorney's transmittal dated December 18, 2017, contractual services providers LADOA; 1736 Family Crisis Center; Casa de la Familia; Domestic Abuse Center; Good Shepherd Shelter; and Project Peacemakers, Inc. have either opted out or no longer qualify for augmentation funding, due to performance. In addition, since the LADOA is no longer a service provider, a contractual agreement with WISE is no longer required. Accordingly, this has allowed for a redistribution of funds to address new priorities, including addressing secondary child victims of gun violence through intervention teams deployed in South Los Angeles, and addressing victims of human trafficking following the passage of Senate Bill 823, which mandates the vacation of victim arrests and convictions committed while being victimized. The original grant contractual service providers will continue to provide services to address gaps in victim assistance throughout the remainder of the grant period.

Subsequent to C.F. 16-1189 adoption by the Council on July 1, 2017, it was determined that the fund transfers in Recommendation No. 10 duplicates the action approved by Council under C.F. 16-0600-S173, which provided for adjusted funding amounts to LADOA. It is therefore necessary to rescind Recommendation No. 10 under C.F. 16-1189 to avoid an unnecessary transfer of funds by the Controller.

Since C.F. 16-1189 was adopted by Council on February 21, 2018, City Attorney salaries were updated to reflect a decrease from \$86,376 to \$84,773 for July 1, 2018 to June 30, 2019 of the performance period, and from \$44,015 to \$44,014 for July 1, 2019 to December 31, 2019 of the performance period based on actual salaries of the existing staff, comprised of one fully-funded City Attorney Administrative Coordinator I and one partially-funded City Attorney Administrative Coordinator IV. This salary reduction decreases the related cost reimbursement from \$84,298 to \$83,261. It is recommended to revise the City Attorney Salaries General amount to \$84,773 for the period of July 1, 2018 to June 30, 2019; revise the City Attorney Salaries General amount to \$44,014 for the period of July 1, 2019 to December 31, 2019; and the related cost reimbursement to \$83,261.

The City Attorney also developed a revised budget based on the XC Program's new priorities. The revised budget differs from the grant application submitted, in that the application was based on the model of the XC Program for the July 1, 2016 to June 30, 2018 performance period, which included LADOA. Based on the new budget and program priorities, it was determined that the LADOA will not be participating in the XC Program during the performance period of July 1, 2018 to December 31, 2019. Since LADOA will not be receiving the augmentation funds, it will allow for these funds to be redistributed to other contractual service providers. It is recommended that the grant augmentation funding to LADOA for services and contracting be rescinded, and any reference to the LADOA in the XC Program from July 1, 2018 to December 31, 2019 be deleted.

In addition, six of the 12 contractual service providers either opted out of participating in the XC Program or did not meet the performance requirements. It is recommended that these six agencies be deleted from the list of contractual service providers, while continuing vendor service agreements with Center for the Pacific-Asian Family; Children's Institute, Inc.; Coalition to Abolish Slavery and Trafficking; Journey Out; Peace Over Violence; and Strength United Family Justice Center.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. Deletion of Recommendation No. 10 (C.F. 16-1189) will avoid an unnecessary transfer of funds. Modifications of the existing grant budget for the FY 2016-18 California Governor's Office of Emergency Services (CalOES) - City of Los Angeles County Victim Services (XC) Program will allow for the continued funding of the Victim Services program. The recommendations in this report are in compliance with the City's Financial Policies in that one-time grant funds will be used for one-time expenditures

RHL:SCL:04180137

Attachments

RECAP OF TECHNICAL CORRECTIONS AND BUDGET MODIFICATIONS

ATTACHMENT 1

CF 16-1189 11/9/2016 (FY2017)	7c	<u>FROM</u>			<u>TO</u>			
		368	12N321	(190,446.00)				
		368	12N112	50,989.00	100/12	001010	50,989.00	
		368	12N102	139,457.00	100/02	001010	95,965.00	
					006010	26,492.00		
					003040	10,000.00		
					002120	7,000.00		
						<u>139,457.00</u>		
		7e	<u>FROM</u>			<u>TO</u>		
			368	12N321	60,543.00	100/02	rsrc 5361	60,543.00

F&A Dp 12 & 02 to processed CF16-1189 \$190,446 DONE

CF 16-0600-S173 3/22/2017 (FY2017)	RESCIND CF16-1189 7c & REPLACED WITH FOLLOWING:									
	<u>FROM</u>			<u>TO</u>						
	368	12N321	(107,174.00)							
	368	12N112	50,989.00	100/12	001010	50,989.00				
	368	12N102	56,185.00	100/02	001010	30,785.00				
					006010	15,900.00				
					003040	5,000.00				
					003310	4,500.00				
						<u>56,185.00</u>				
		7B RESCIND CF16-1189 7e & REPLACED WITH FOLLOWING:								
<u>FROM</u>			<u>TO</u>							
368	12N321	60,543.00	100/02	rsrc 5346	60,543.00					

F&A Dp 12 & 02 to reverse CF16-1189 \$190,446 DONE
Dp 12 & 02 to process CF 16-0600-S173 \$107,174 DONE

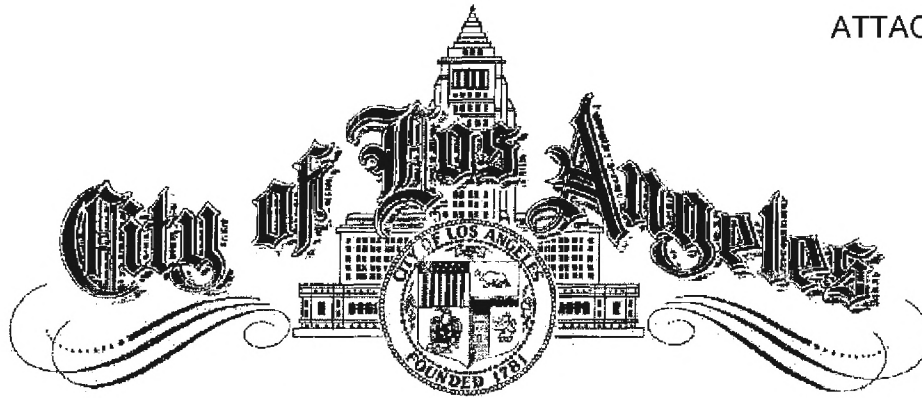
CF16-1189 7/1/2017 (FY2018)	10	City Clerk July 1, 2017 (FY2018)			<u>TO</u>		
		<u>FROM</u>					
		368	12N321	(207,442.00)			
		368	12P112	67,985.00	100/12	001010	67,985.00
	368	12P102	139,457.00	100/02	001010	95,965.00	
					006010	26,492.00	
					003040	10,000.00	
					002120	7,000.00	
						<u>139,457.00</u>	

F&A Dp 12 to go back to Council to Rescind Recommendation 10

CF 16-0600-S173 7/25/2017 (FY2018)	7C	City Clerk July 1, 2017 (FY2018)			<u>TO</u>		
		<u>FROM</u>					
		368	12N321	(151,257.00)			
		368	12P112	67,985.00	100/12	001010	67,985.00
	368	12P102	83,272.00	100/02	001010	65,180.00	
					006010	10,592.00	
					003040	5,000.00	
					003310	2,500.00	
						<u>83,272.00</u>	

F&A Dp 12 & 02 to process CF 16-0600-S173 \$151,257 DONE

Source: Controller's Office



MICHAEL N. FEUER
City Attorney

June 8, 2018

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**

Dear Mayor Garcetti and Honorable Members of City Council:

Transmitted herewith for Mayor and City Council consideration are proposed budget modifications, reapportionments, and contracting authorities for the FY 2016-18 City of Los Angeles County Victim Services (XC) Program grant award by the California Office of Emergency Services (Cal OES) through funds arising from the federal Victims of Crime Act. On November 9, 2016, the City Council accepted the FY 2016 grant award in the amount of \$3,341,767, with a grant performance period of July 1, 2016 to June 30, 2018 (Council File No. 16-1189). On January 25, 2018, Cal OES approved a grant augmentation of \$2,427,405 to extend the XC Program and additional 18 months (July 1, 2018 through December 31, 2019).

Background

The FY 2016-18 City of Los Angeles County Victim Services (XC) Program addresses 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 and services include expanding the number of victim advocates assigned to the Los Angeles Police Department (LAPD) stations, enhancing direct victim services provided to grant subrecipient agencies, and supporting grant administration costs.

The augmentation funding enhances existing services provided by the City Attorney's Victim Assistance Program by expanding and ensuring coverage of unserved/underserved communities in Los Angeles. These locations complement LAPD stations staffed by existing personnel funded under the Victim Assistance Program (VAP) grant (Council File #18-0059) to ensure a full breadth of victim services throughout the City of Los Angeles. XC grant augmentation funds will also provide ongoing support of two existing staff positions, one (1) full-time Administrative Coordinator I and one (1) Administrative Coordinator IV to provide comprehensive programmatic and fiscal oversight.

Coordinator I and one (1) Administrative Coordinator IV to provide comprehensive programmatic and fiscal oversight.

Program and Budget Modifications

Since the last Public Safety Committee Report, dated February 7, 2018, the following program and budget modifications have been made.

Contracted Service Providers:

Contracted services providers funded through XC grant funds provide enhanced direct services to address gaps in victim services/needs among specific victim populations. While the original transmittal relative to the augmented funds listed twelve subrecipient agencies, the number has decreased to six contracted service providers based on funding priorities. The six agencies selected to receive augmented funds for the extended performance period of July 1, 2018 through December 31, 2019 (18 months) include: Center for Pacific-Asian Family (CPAF), Children's Institute, Inc. (CII), Coalition to Abolish Slavery and Trafficking (CAST), Journey Out, Peace Over Violence (POV), and Strength United Family Justice Center (SUFJC).

Department of Aging (DOA):

All reference to the DOA on the original transmittal relative to the augmented funds should be deleted. (DOA's funds (Fund No. 100/02) of \$91,875 for salary (\$85,820), contractual services (\$3,350), and office/administration (\$2,705).) DOA will not receive augmentation funding to allow for the redistribution of funds towards existing service gaps, such as children exposed to violence and human trafficking.

City Attorney's Office:

The City Attorney budget has been updated to reflect a decrease of salaries by \$1,603, from \$86,376 to \$84,773 (Fund No. 100/12), based on actual salaries of existing staff, comprised of the AC I (fully funded at 100%) and AC IV (partially funded at 5%). Due to reduction in salary base, the related cost reimbursement amount decreased by \$1,037, from \$84,298 to \$83,261.

Reappropriations:

City Attorney's Office

The City Attorney's Victim Assistance Program budget has been updated to reflect the revised XC grant augmentation budget details resulting from the aforementioned program and budget modifications, not to exceed the total project cost of \$3,304,256 (of which \$2,247,405 will be reimbursed by Cal OES):

XC Grant Budget Detail	Original		Revised		Difference	
	Awarded	Match	Awarded	Match	Awarded	Match
Category						
Personnel						
Salaries	\$130,391	\$250,826	\$128,787	\$398,437	-\$1,604	\$147,611
Fringe Benefits	\$51,465		\$50,832		-\$633	
Indirect	\$32,833		\$32,429		-\$404	
Equipment						
Materials/Supplies	\$5,723		\$6,065		+\$342	
Travel	\$10,584		\$0		-\$10,584	
Contractual Services	\$2,194,744	\$348,451	\$2,207,492	\$208,414	+\$12,748	-\$140,037
Victim Emergency Funds	\$1,665		\$1,800		+\$135	
Community Volunteer Time		\$7,574	\$0			-\$7,574
Total:	\$2,247,405	\$606,851	\$2,247,405	\$606,851	\$0	\$0

RECOMMENDATIONS

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, up to \$83,261 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, 2018**, the following actions relative to the County Victim Services (XC) program:
 - a. **TRANSFER**, upon receipt of grant funds, up to \$84,773 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	\$84,773

5. **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 \$44,014 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	\$44,014

6. **AUTHORIZE** the City Attorney or designee to extend vendor agreements for an additional 18-months (July 1, 2018 to December 31, 2019) between the City Attorney’s Office’s contractual service providers, selected based on contractors who met requirements, to include Center for the Pacific-Asian Family, Children’s Institute, Inc.,

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Coalition to Abolish Slavery and Trafficking, Journey Out, Peace Over Violence, and Strength United Family Justice Center.

7. **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
Sharon Lee – CAO