



**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0083

Date: January 19, 2018

To: The Mayor  
The CouncilAttn: Mandy Morales, Mayor's Office  
John White, City Clerk's OfficeFrom:  Richard H. Llewellyn, Jr., Interim City Administrative Officer Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR CALIFORNIA OFFICE OF EMERGENCY SERVICES (CAL OES), 2017-18 VICTIM ASSISTANCE PROGRAM (VAP) SUB-AWARD THROUGH LOS ANGELES COUNTY**

Attached is the Grant Acceptance Packet for the 2017-18 Victim Assistance Program Sub-award of supplementary funding in the amount of \$1,787,861 received by the City Attorney's Office. This funding continues the program for a 12-month performance period from October 1, 2017 through September 30, 2018. The grant finances victim advocates and administrative support staff to provide services to victims of crime and survivors of homicide victims including crisis intervention, resource and referral assistance, filing claims, applying for restitution or funeral arrangements. 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:04180059d

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

<b>Recipient City Department:</b> The Office of the City Attorney		<b>Award Notification Date:</b> October 30, 2017	
<b>Grant Award Title:</b> Victim Assistance Program		<b>Grant Amount:</b> \$1,787,861 <b>Prior Grant Award(s):</b> \$1,528,778	
<b>Awarding Agency:</b> Los Angeles County			
<b>Grant Agreement Number/Reference:</b> C.F. 16-1246		<b>Performance Start Date:</b> 10/01/17	<b>Performance End Date:</b> 09/30/18
<b>Purpose:</b> 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 \$1,787,861 will provide for the continuation of victim services from October 1, 2017 to September 30, 2018.			

<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>				
• Department requests acceptance of the Grant	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
• Match Sources Identification completed	X			( ) Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested		X		( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
• Charter Section 1022 findings completed			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
• 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
<b>5. Personnel Authorities</b>				
• Department has submitted a request for position(s)			X	( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
• Department has submitted grant implementation instructions	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
• Department has requested Funds/Accounts Set-up	X			
<b>8. Governing Body Resolution/Certification</b>				
• Department has submitted Resolution/Certification			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
• Department has submitted Fiscal Impact Statement	X			( ) Submit to CAO for review and determination

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

**10. Grant Award Summary**

The Office of the City Attorney is requesting approval to accept \$1,787,861 in grant funding for the 38th year of the Victim Assistance Program (VAP). The California Governor's Office of Emergency Services (Cal OES) awarded the County of Los Angeles \$7,151,444 to provide victim-witness services, of which \$1,787,861 will be awarded by the County to the City Attorney's Office for the grant period of October 1, 2017 to September 30, 2018.

The total cost of the program is \$1,860,619 of which \$1,787,861 will be reimbursed to the General Fund as follows: \$804,703 in salaries, \$317,616 in fringe benefits, \$129,866 in indirect costs, and \$535,676 in expenses, consisting of \$483,600 in contractual services, and \$52,076 for travel, printing and binding, supplies, and Victim Emergency Fund. The remaining cost of \$72,758 is the City's contribution for related costs (Central Services and Department Administration), which was previously included in the FY 2017-18 Adopted Budget.

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 7.75 FTE contract workers. Staff provides services to victims of crime including emergency support, 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 Los Angeles Police Department's (LAPD) Harbor, Hollenbeck, Newton, North Hollywood, Northeast, Olympic, Van Nuys, and Wilshire Area Divisions. According to the City Attorney's Office, 9,029 new and continuing crime victims received services in 2016-17.

**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:

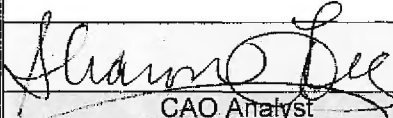
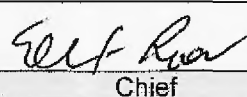
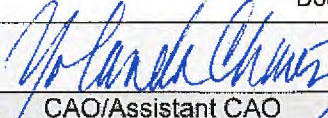
1. Authorize the City Attorney or designee to execute the grant agreement between the County of Los Angeles and the City Attorney's Office;
2. Authorize the City Attorney or designee to accept grant funding in the amount of \$1,787,861 from the County of Los Angeles;
3. That the City Council, subject to the approval of the Mayor, authorize the Controller to:
  - a. Establish a receivable for this program in the amount of \$1,787,861 from the County of Los Angeles;
  - b. Establish the appropriation account within Fund 368 as follows:  
 Account 12O301 - Victim Assistance Program - \$1,787,861
4. Upon receipt of grant funds and approval of grant expenses, transfer up to \$804,703 from Fund 368, Department 12, Account 12O301, Account 12N301 to Fund 100, Department 12, Account 5301, Reimbursement from Other Funds for grant related salary expenses;
5. Upon receipt of grant funds and approval of grant expenses, transfer up to \$317,616 from Fund 368, Department 12, Account 12N301 to Fund 100, Department 12, Account 5301, Related Cost Reimbursement - Other Funds for grant related indirect costs; and,
6. 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.

**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 \$1,860,619 of which \$1,787,861 will be reimbursed by the County of Los Angeles for salaries, operating expenses, and fringe benefits. There is no new General Fund impact as the \$72,758 in related costs for central services and department administration was included in the FY 2017-18 Adopted Budget. 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.

Doc. No. 04180059

 CAO Analyst	 Chief	 CAO/Assistant CAO	01/18/18 Date
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**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: Victim Assistance Program (VAP) Grant for Fiscal Year 2017-18  
Council File No. 16-1246**

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 formula grant funding totaling \$1,787,861 for FY 2017-18 to support the City's Victim Assistance Program (VAP) during its 38<sup>th</sup> year.

Formula grant funds arise from the federal Victims of Crime Act, with the California Governor's Office of Emergency Services (Cal OES) 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 \$1,787,861 (25% of the total available funds) for the continued operation of VAP for FY 2017-18 (September 1, 2017 through October 31, 2018).

Now in its 38<sup>th</sup> 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

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Compensation Program for medical, mental health counseling, income/support loss, funeral/burial expenses, and relocation expenses.

During the FY 2016-17 (July 2016 to September 2017), VAP provided services to **9,029** new and continuing crime victims, provided **7,592** direct referrals to community and governmental agencies, assisted **7,377** victims file California Victims of Crime Compensation applications, linked **1,551** individuals to crisis intervention and emergency assistance support, provided **5,367** orientation overviews regarding the criminal justice system, accompanied **298** victims to court, and provided **139** presentations to public/governmental/law enforcement agencies regarding the program.

There is no new general fund contribution to accept this funding. The FY 2017-18 grant award of **\$1,787,861** will maintain ongoing support for 11 established position authorities and 7.75 contracted workers to carry out ongoing VAP services at the existing LAPD/City locations, along with **\$72,758** for indirect costs to satisfy the required match. Grant funding will also cover indirect costs, operating and equipment expenses, travel and training, victim emergency fund drawdown reimbursements, and office supplies through September 30, 2018.

With acceptance of this VAP funding, ongoing victim services at the following LAPD/City locations will be available: Harbor, Hollenbeck, Newton, North Hollywood, Northeast, Olympic, Van Nuys, and Wilshire stations. These will complement victim services being provided under the XC grant award, which include 77<sup>th</sup>, Devonshire, Foothill, Pacific, Topanga, Mission, Valley Traffic, and Van Nuys (co-located at Strength United Family Justice Center).

As detailed below, the total cost to City Attorney's Office to operate VAP is **\$1,860,619**:

• Salary	\$ 804,703
• Fringe	\$ 317,616
• Indirect Costs	\$ 202,624
• Materials/Supplies	\$ 17,050
• Travel	\$ 22,626
• Contractual Services	\$ 483,600
• Printing & Binding	\$ 10,000
• Victim Emergency Fund	\$ 2,400

The County will reimburse the City with moneys received from Cal OES as follows: **\$804,703** in salaries, **\$317,616** in fringe benefits, **\$535,676** in additional operating costs to include 7.75 contracted victim advocates, and **\$129,866** for related indirect costs. The remaining **\$72,758** reflects the City's contribution to fulfill the match requirement to pay for related costs. There is no new general fund contribution.

It is anticipated that VAP formula grant funds will be renewed or increased for FY 2018-19.

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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** the funding in the amount of \$1,860,619 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 \$1,787,861 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>
120301	Victim Assistance Program	\$1,787,861

4. Upon receipt of grant funds and approval of grant expenses, **TRANSFER** up to \$804,703 from Fund 368/12, Account 120301 to Fund 100/12, Revenue Source 5301, Reimbursement from Other funds for grant related salary expenses.
5. Upon receipt of grant funds and approval of grant expenses, **TRANSFER** up to \$317,616 from Fund 368/12, Account 120301 to Fund 100/12, Revenue Source 5361, Related Cost Reimbursement – Other funds for grant related indirect costs.
6. **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

## City of Los Angeles Grant Award Notification and Acceptance

**Recipient Department**

This Grant Award is:  New  Continuation/Renewal  Supplemental  Revision  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: CalOES Pass Through Agency: LA County District Attorney  
 Grant Program Title: Victim Assistance Program (VAP) Notification of Award Date: 10/30/2017  
 Funding Source (Public or Private):  Federal  State  Local  
 Foundation  Corporation  Other  
 Grant Type:  Formula/Block  Competitive/Discretionary  Other  
 Funds Disbursement:  Advance  Reimbursement  
 Agency's Grant ID: CFDA # \_\_\_\_\_  
 Other ID # C.F. No. 16-1246  
 eCivis ID# \_\_\_\_\_

Match Requirement:  None  Recommended  Mandatory 72,758 Amount = \_\_\_\_\_ % Match  
 Match Type:  Cash  In-Kind Identify Source of Match: General fund

Fiscal Information:	Awarded Funds	Match/In-Kind Funds	Additional/Leveraged Funds	Total Project Budget
	\$1,787,861	\$72,758	\$	\$1,860,619

**Approved Grant Budget Summary:**

Category	Awarded	Match	Additional	Explanation
<b>Personnel</b>				
Salaries	804,703			
Fringe Benefits	317,616			General Fund
Indirect	129,866	72,758		CAP 38 Related Cost
<b>Equipment</b>				
Materials/Supplies	17,050			
Travel	22,626			
Contractual Services	483,600			
Other	10,000			Printing & Binding
	2,400			Victim Emergency Funds
<b>Total:</b>	<b>1,787,861</b>	<b>72,758</b>		

**Approved Project**

Descriptive Title of Funded Project: Victim Assistance Program

Performance Period Start/End Dates (Month/Day/Year):  
 Start: 10/01/17 End: 09/30/18  
 Citywide:   
 Affected Council District(s): Citywide  
 Affected Congressional District(s): Citywide

Purpose:  Capital/Infrastructure  Equipment  Program  Planning/Training  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 California Governor's Office of Emergency Services (Cal OES) has advised the County of Los Angeles (the prime recipient of grant funds) regarding eligibility to receive grant funds. As a result, the County has confirmed its intent to make \$1,787,861 available to the City as a sub-recipient for the continued operation of the City's Victim Assistance Program for FY 2017-18, for (October 1, 2017-September 30, 2018).

## 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 \$1,860,619 as detailed on the attached budget. The grant funds total \$1,787,861 and will be reimbursed by the County of Los Angeles with moneys received from the CalOES. Grant funds will be used as follows: Salary - \$804,703; Fringe Benefits - \$317,616; Operating Expenses - \$535,676; and Indirect Costs - \$202,624, of which \$72,758 will be contributed by the City to fulfill the match requirement to pay for related costs. There is no new General Fund contribution.**

### 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 Molidor

Department Head Signature:

Date:

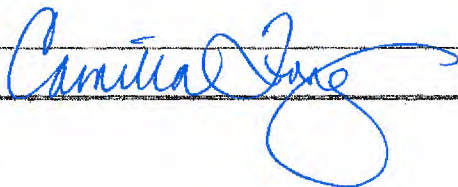
### FOR CAO USE ONLY

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- 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:

11/18/18



**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	
<b>Salaries</b>						
1010 Salaries General						
1020 Salaries Grant Reimbursed	804,703		-	804,703		
1070 Salaries As Needed						
1090 Overtime						
<b>Salaries Total:</b>	\$ 804,703	\$ -	\$ -	\$ 804,703		
<b>Related Costs*</b>						
	<b>CAP Rate</b>					
Fringe Benefits	39.47%	317,616		317,616		
Central Services	10.17%	9,080	72,758	81,838		
Department Administration	15.01%	120,786		120,786		
<b>Related Costs Total:</b>		\$ 447,482	\$ 72,758	\$ 520,240		
<b>Expense</b>						
2120 Printing & Binding		10,000		10,000		
2130 Travel		22,626		22,626		
3040 Contractual Services		483,600		483,600		
3310 Transportation				0		
4160 Governmental Meetings				0		
6010 Office Supplies		17,050		17,050		
6020 Operating Supplies				0		
7300 Equipment				0		
Victim Emergency Funds		2,400		2,400		
<b>Expenses Total:</b>		\$535,676	\$0	\$0	\$535,676	
<b>Grand Total:</b>		\$ 1,787,861	\$ 72,758	\$ -	\$ 1,860,619	
*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.						

