

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02002-0004

Date: December 4, 2018

To: The Mayor
The Council

Attn: Mandy Morales, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

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

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA ATTORNEY GENERAL'S PRIVACY AND PIRACY FUND GRANT AWARD**

Attached is the Grant Acceptance Packet (Packet) for the State of California Department of Justice –Privacy and Piracy Fund Grant Award in the amount of \$15,481. Grant funding will be used for training and travel to enhance local intellectual property efforts, and for computer equipment necessary to enhance the investigation and prosecution of intellectual property cases. The grant performance period is for the period from July 1, 2018 through June 30, 2019. As a participant in the Grant 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 Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Recipient Award and Disbursement Approval Agreement

Should you have any questions regarding the Grant Acceptance Packet, please contact Sharon Lee at (213) 978-7629.

RHL:EFR:SCL:04190055a

Attachments

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

Recipient City Department: Office of the City Attorney		Award Notification Date: October 11, 2018
Grant Award Title: State of California Department of Justice - Privacy and Piracy Fund Grant Award		Grant Amount: \$15,481 Prior Grant Award(s): \$90,240
Awarding Agency: California Office of the Attorney General		
Grant Agreement Number/Reference: LAC0039	Performance Start Date: July 1, 2018	Performance End Date: June 30, 2019
Purpose: The City Attorney's Office is requesting authority to accept \$15,481 in grant funding from the California Office of the Attorney General Privacy and Piracy Fund for the FY 2018-19 distribution cycle. Grant funding will be used for training and travel to enhance local intellectual property efforts, and for computer equipment necessary to enhance the investigation and prosecution of intellectual property cases.		

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 Office of the City Attorney requests authority to accept \$15,481 in grant funding from the California Attorney General's Privacy and Piracy Fund for the FY 2018-19 distribution cycle. Funding will be used for training and travel to enhance local intellectual property efforts, and for computer equipment necessary to enhance the investigation and prosecution of intellectual property cases. The grant period begins upon receipt of funds issued by the Attorney General's Office and is to be completed within one year thereafter.

The total grant award amount is \$15,481, which consists of \$7,956 to provide training and travel expenses for a one-day instructor-led technical session on digital resources for data breach and privacy and counterfeit investigations for 23 full-time City Attorney staff, and \$7,525 for the purchase of related computer equipment. There is no General Fund impact in accepting this award.

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.

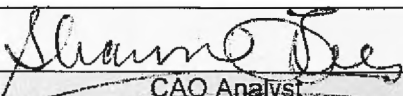
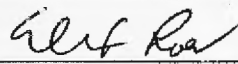
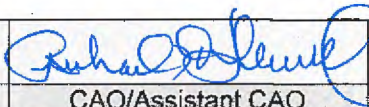
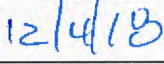
That the Council, subject to the approval of the Mayor:

1. Approve and authorize the City Attorney, or his designee, to execute the Privacy and Piracy grant award between the City of Los Angeles and the California Office of the Attorney General for FY 2018-19, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney or designee to accept the grant award in the amount of \$15,481 for FY 2018-19;
3. Authorize the Controller to:
 - a. Establish a receivable for this program in the amount of \$15,481 from the State of California Office of the Attorney General;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12R930 - FY 18-19 AG Piracy and Privacy Grant Program - \$15,481; and,
4. 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):

Acceptance of this grant award will provide a total of \$15,481 to the City Attorney's Office for training and computer equipment costs to enhance local intellectual property efforts. There is no impact to the General Fund by accepting this grant award.

Doc. 04190055			
 CAO Analyst	 Chief	 CAO/Assistant CAO	 Date



MICHAEL N. FEUER
CITY ATTORNEY

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

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

From: Leela Kapur, Chief of Staff *lk*

Date: November 7, 2018

Re: FY 2018-19 Disbursement from California Attorney General Privacy and Technology Fund

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$15,481 awarded by the California Department of Justice through its Attorney General's Privacy and Piracy Fund. This award will provide funding from October 1, 2018 through September 30, 2019 for training and travel to enhance local intellectual property efforts.

The City Attorney's Office enforces all manners of consumer protection laws, including laws relating to privacy, and is particularly well positioned to address intellectual property crimes. Grant funding will enhance current enforcement efforts through comprehensive technical training on the use of digital resources to conduct data breach, privacy, and counterfeit investigations. This training will build upon the skills and expertise necessary to run complex privacy and intellectual property investigations utilizing digital resources and related evidentiary techniques. In addition, grant funding will cover new computer equipment to expand online investigative work, conduct research, and vertically prosecute privacy and intellectual property matters. This includes conducting invisible investigations and searching the "dark web" (nexus for criminal activity and cyber crime). The City Attorney's Office will also integrate protocols already established at federal agencies, which utilize similar infrastructure and resources to support its investigations.

There is no general fund impact to accept this grant award.

cc: Richard Llewellyn, CAO
Sharon Lee, CAO



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 310-570-0686
Project Manager:	Christina Tusan	E-Mail: christina.tusan@lacity.org	Phone: 213-473-6908
Department/Bureau/Agency:	City Attorney		Date: 11/7/2018

Grant Information			
Name of Grantor: CA Attorney General		Pass Through Agency:	
Grant Program Title: FY 2018-19 Privacy and Piracy Fund		Notification of Award Date: 10/11/2018	
Funding Source (Public / Private): Other	Grant Type: Competitive/Discretionary	Funds Disbursement:	Agency's Grant ID: CFDA#: Other ID#: eCivis ID#: LAC0039
Match Requirement:	None	Amount: \$0.00	%Match 0
Match Type:	Identify Source of Match:		
Fiscal Information:	Awarded Funds: \$15,481.00	Match/In-Kind Funds: \$0.00	Additional/Leverage Funds: Total Project Budget: \$15,481.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Materials/Supplies				
Supplies	\$1,700.00	\$0.00		Dell 7050 Developer Personal Computer
Supplies	\$475.00	\$0.00		External hard drives (x 5 at \$175 each)
Supplies	\$450.00	\$0.00		\$475 Desktop monitors (x2 at \$225 each)
Supplies	\$1,600.00	\$0.00		HP Heavy Duty Color network printer
Supplies	\$800.00	\$0.00		Replacement color printer tone
Supplies	\$2,500.00	\$0.00		Virtual Private Network (VPN) Associated
Contractual Services				
Training	\$8,500.00	\$0.00		One-day, instructor-led technical training on
Training	\$600.00	\$0.00		instructor air fare (x1 round-trip ticket for one
Training	\$160.00	\$0.00		Per diem (x1 full day and 2 travel days for one
Training	\$350.00	\$0.00		Ground transportation and parking
Training	\$346.00	\$0.00		Hotel (x 2 nights for one person, plus taxes)
Total	\$15,481.00	\$0.00		

Approved Project			
Descriptive Title of Funded Project: FY 2018/19 Privacy and Piracy Fund			
Performance Period Start/End Dates (Month/Day/Year):		Citywide: Yes	
Start: 10/01/2018	End: 09/30/2019	Affected Council District(s): All	
Affected Congressional District(s):			
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency): LAPD			
Identify External Partners:			

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.

Dedicated technology to support undercover investigations related to privacy, piracy, and intellectual property enforcement, in addition to training on digital investigations.

Recommendations

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 (such as contract and position authorities).

1. APPROVE the FY 18-19 Privacy and Piracy Recipient award and authorize the City Attorney or his designee to execute the agreement between the City and State of California, Attorney General's Office Recipient, subject to City Attorney review and approval as to form.
2. AUTHORIZE the City Attorney or designee to accept the grant award in the amount of \$15,481 for funding the FY 18-19 Privacy and Piracy Award.
3. AUTHORIZE the Controller to:
 - a. Establish a receivable for this program in the amount of \$15,481 from the State of California, Attorney General's Office;
 - b. Establish a new appropriation account within Fund No. 368 as follows: Account No. 12R930 - FY 18-19 AG Privacy and Piracy Grant program in the amount of \$15,481
4. 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.

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 general fund impact to accept this grant award.

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 |
| <input type="checkbox"/> Grant Project Cost Breakdown (Excel Document) | <input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable) |
| <input type="checkbox"/> Detail of Positions and Salary Costs (Excel Document) | <input type="checkbox"/> Additional Documents (if applicable) |

Department Head Name: _____ 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: *Dobson R*

Date: 12/3/18

XAVIER BECERRA
Attorney General

State of California
DEPARTMENT OF JUSTICE



RONALD REAGAN BUILDING
300 SOUTH SPRING STREET, SUITE 1702
LOS ANGELES, CALIFORNIA 90013

Public: (213) 269-6000
Telephone: (213) 269-6369
Facsimile: (213) 897-4951
E-Mail: lisa.kim@doj.ca.gov

September 21, 2018

Janette Flintoft
Los Angeles City Attorney's Office
Consumer and Workplace Protection Unit
200 N. Main St., 5th Floor
Los Angeles, CA 90012
janette.flintoft@lacity.org

RE: 2018-2019 Disbursement from the Attorney General's Privacy and Piracy Fund

Dear Ms. Flintoft:

We are pleased to inform you that the Los Angeles City Attorney's Office has been selected to receive a disbursement from the Attorney General's Privacy and Piracy Fund for the FY 2018-2019 distribution cycle. Specifically, our Office has awarded the Los Angeles City Attorney's Office the amount of **\$15,481.00** for the following items:

ITEM	COST
Training	
One-day, instructor-led technical training on digital resources for data breach/privacy and counterfeit investigations for full-time Office staff (23 people)	\$ 6,500.00
Instructor airfare (x1 round-trip ticket for one person) -- government rate	\$ 600.00
Per diem (x1 full day and 2 travel days for one person) -- government rate	\$ 160.00
Ground transportation and parking -- government rate	\$ 350.00
Hotel (x2 nights for one person, plus taxes) -- government rate	\$ 346.00
Training Subtotal	\$ 7,956.00
Equipment	
Dell 7050 Developer Personal Computer	\$ 1,700.00
External hard drives (x5 at \$175 each)	\$ 475.00
Desktop monitors (x2 at \$225 each)	\$ 450.00
HP Heavy Duty Color network printer	\$ 1,600.00
Replacement color printer toner	\$ 800.00

Janette Flintoft
September 21, 2018
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Virtual Private Network (VPN) Associated Costs and Software	\$ 2,500.00
<i>Equipment Subtotal</i>	\$ 7,525.00
TOTAL:	\$ 15,481.00

Upon receipt of the funds, the Los Angeles City Attorney's Office will have **one year** to spend the award.

This award is made subject to your express agreement to comply with the terms and conditions for disbursement as set forth in the fund application. As a reminder, any unused grant funds or grant funds that have been expended for any purpose other than the authorized purpose set forth in this letter, must be returned to our Office upon request or upon expiration of the year, whichever occurs first. If circumstances arise that would warrant a modification of the terms of the grant, or the purposes for which grant funds can be used, please contact our Office to request a modification.

These funds will be distributed to you in one lump sum following your return of the following: Please (1) fill out the enclosed JUS Form 8765 (make certain that all blanks in the Recipient/Applicant column are completed); and (2) sign below to indicate your acknowledgment that the Los Angeles City Attorney's Office will comply with the terms and conditions of the disbursement. Please return the signed letter and form to me as soon as possible.

Thank you for your cooperation. Please feel free to contact me at (213) 269-6369 should you have any questions.

Sincerely,



LISA B. KIM
Deputy Attorney General
Consumer Law Section/Privacy Unit

For XAVIER BECERRA
Attorney General

LBK:bm
Enclosure

Janette Flintoff
September 21, 2018
Page 3

I acknowledge that the Los Angeles City Attorney's Office has been awarded **\$15,481.00** from the Attorney General's Privacy and Piracy Fund for the FY 2018-2019 distribution cycle. The Los Angeles City Attorney's Office will comply with the terms and conditions of this disbursement as set forth in this letter and the application that our Office previously signed and submitted to the California Attorney General's Office, including all reporting and self-evaluation requirements.

Dated: 10/02/18

Los Angeles City Attorney

Name: Leela Kapur

Title: Chief of Staff

STATE OF CALIFORNIA
**PRIVACY AND PIRACY
 RECIPIENT AWARD
 AND DISBURSEMENT
 APPROVAL**
 JUS 8765 (REV. 4-07)



AWARD NUMBER	AM. NO.
18-01	
ORIGINAL AMOUNT REQUESTED	
\$15,481.00	
Award Period	
July 1, 2018 - June 30, 2019	
APPROVED AWARD	
\$15,481.00	

THIS AGREEMENT, made and entered into this 2nd day of October, 2018

TITLE OF OFFICER ACTING FOR STATE ATTORNEY GENERAL	AGENCY DEPARTMENT OF JUSTICE
IMPLEMENTING/RECIPIENT AGENCY(S) / TASK FORCE NAME Los Angeles City Attorney's Office	

The recipient signifies acceptance of this award and agrees to administer the project in accordance with the Final Judgment and Permanent Injunction ("Judgment") in the case of *People v. Hewlett-Packard Company*, Case No. 106CV-076081, and the application for distribution from the Privacy and Piracy Fund prepared and submitted by the Implementing/Recipient Agency ("authorized prosecutors" or "Recipient," as defined in the Judgment) and as approved by the Department of Justice.

Lisa B. Kim is designated as the Department of Justice Project Coordinator and X Leela Kapur is designated as the Recipient's Representative. The Department of Justice reserves the right to change the Project Coordinator at any given time without Agreement amendment.

STATE OF CALIFORNIA	RECIPIENT/APPLICANT
AGENCY DEPARTMENT OF JUSTICE	IMPLEMENTING/RECIPIENT AGENCY/TASK FORCE REPRESENTATIVE LOS ANGELES CITY ATTORNEY'S OFFICE
BY (AUTHORIZED SIGNATURE) X	BY (AUTHORIZED SIGNATURE) X
PRINTED NAME OF PERSON SIGNING Lisa B. Kim	PRINTED NAME AND TITLE OF PERSON SIGNING X <u>Leela Kapur, Chief of Staff</u>
TITLE Deputy Attorney General	ADDRESS X <u>200 N. Main St. 8th Fl, LA, CA 90012</u>
TELEPHONE (213) 269-6369	TELEPHONE X <u>213 978-8100</u>
E-MAIL Lisa.Kim@doj.ca.gov	E-MAIL X <u>leela.kapur@lacity.org</u>

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

Signature of Accounting Officer	DATE
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Department of Justice
Use Only

CURRENT YEAR	YEAR 2	YEAR 3
AMOUNT APPROVED FOR PAYMENT \$15,481.00	AMOUNT APPROVED FOR PAYMENT \$	AMOUNT APPROVED FOR PAYMENT \$
PERIOD OF PAYMENT JULY 1, 2018 THROUGH JUNE 30, 2019	JULY 1, 20__ THROUGH JUNE 30, 20__	JULY 1, 20__ THROUGH JUNE 30, 20__

- RECIPIENT DOJ PROJECT COORDINATOR DOJ ACCOUNTING

Janette Flintoft
September 21, 2018
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Virtual Private Network (VPN) Associated Costs and Software	\$ 2,500.00
<i>Equipment Subtotal</i>	\$ 7,525.00
TOTAL:	\$ 15,481.00

Upon receipt of the funds, the Los Angeles City Attorney's Office will have **one year** to spend the award.

This award is made subject to your express agreement to comply with the terms and conditions for disbursement as set forth in the fund application. As a reminder, any unused grant funds or grant funds that have been expended for any purpose other than the authorized purpose set forth in this letter, must be returned to our Office upon request or upon expiration of the year, whichever occurs first. If circumstances arise that would warrant a modification of the terms of the grant, or the purposes for which grant funds can be used, please contact our Office to request a modification.

These funds will be distributed to you in one lump sum following your return of the following: Please (1) fill out the enclosed JUS Form 8765 (make certain that all blanks in the Recipient/Applicant column are completed); and (2) sign below to indicate your acknowledgment that the Los Angeles City Attorney's Office will comply with the terms and conditions of the disbursement. Please return the signed letter and form to me as soon as possible.

Thank you for your cooperation. Please feel free to contact me at (213) 269-6369 should you have any questions.

Sincerely,



LISA B. KIM
Deputy Attorney General
Consumer Law Section/Privacy Unit

For XAVIER BECERRA
Attorney General

LBK:bm
Enclosure