

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01993-0001

Date: December 17, 2010

To: The Mayor
The CouncilAttn: Pamela Finley, Mayor's Office
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE
COUNTY OF LOS ANGELES, LA IMPACT INITIATIVE CONTINUATION
FUNDING GRANT**

Attached is the Grant Acceptance Packet for the LA IMPACT Initiative Grant continuation funding in the amount of \$316,000 for Project T.O.U.G.H. received by the City Attorney's Office. 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
- Memorandum of Understanding

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

MAS:ACA:CLF:04110067c

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

Recipient City Department: Office Of The City Attorney		Award Notification Date: September 8, 2010	
Grant Award Title: LA IMPACT Grant FY 2010-11		Grant Amount: \$316,000 Prior Grant Award(s): \$427,538	
Awarding Agency: Los Angeles County			
Grant Agreement Number/Reference:	Performance Start Date: 07/01/2010	Performance End Date: 06/30/2011	
Purpose: The Office of the City Attorney is requesting authority for your review and approval of continuation funding from the County of Los Angeles for the LA IMPACT initiative. The funds will be used to investigate and abate targeted public nuisance properties, as well as to prosecute individuals and/or entities that commit and/or permit criminal activity within these properties. The grant period is for July 1, 2010 to June 30, 2011. Funding is provided from the Bureau of Justice for which Cal-EMA is the pass through agency to the County of Los Angeles.			

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			(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 \$316,000 in grant funding for continuation of the LA IMPACT grant award. The County of Los Angeles awarded funding to the City Attorney's Office to investigate and abate public nuisance properties, as well as to prosecute individuals and/or entities that commit and/or permit criminal activity within these properties. Funding is provided from the Bureau of Justice for which Cal-EMA is the pass through agency to the County. The LA IMPACT task force is an anti-drug task force comprised of multiple law enforcement agencies, including the Los Angeles Police Department, Los Angeles District Attorney, and the Los Angeles City Attorney.

The total cost of the program is \$351,862 of which \$316,000 will be reimbursed to the City as follows: \$173,496 in salary expenses, \$54,946 in fringe benefits, \$17,349 in overhead and \$70,209 in operating expenses. Grant funds will provide full reimbursement for salary and fringe benefits and partial overhead for two positions. No matching funds are required in order to accept this grant. The general fund impact will be \$35,862 which is the balance of the overhead costs as full reimbursement is restricted under the federal grant guidelines. No additional funds are being requested as these are continuing positions and are included in the 2010-11 Adopted Budget.

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 his designee to approve the grant award of \$316,000 for the LA IMPACT Grant for the period of July 1, 2010 to June 30, 2011, subject to City Attorney approval as to form and legality;
2. Authorize the City Attorney to accept and execute the grant in the amount of \$316,000 from the County of Los Angeles;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$316,000 from the County of Los Angeles
 - b. Establish new appropriation accounts within Fund 368 and appropriate as follows:

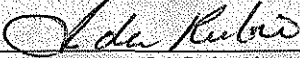


Account G631 - Personal Services	\$245,791
Account G633 - Operating expenses	\$70,209
	Total: \$316,000
4. Transfer \$173,496 from Fund 368, Department 12, Account G631 to Fund 100, Department 12, Account 1020 - Salaries Grant Reimbursed;
5. Upon receipt of grant funds, transfer \$72,295 from Fund 368, Department 12, Account G631 to Fund 100, Department 12, Account 4610 Reimbursement from other funds/departments;
6. Request the City Attorney to submit invoices to the County of Los Angeles on a quarterly basis to ensure that expenditures are reimbursed in a timely manner; and
7. Authorize the City Attorney or designee to prepare Controller's instructions for any necessary technical adjustments, subject 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):

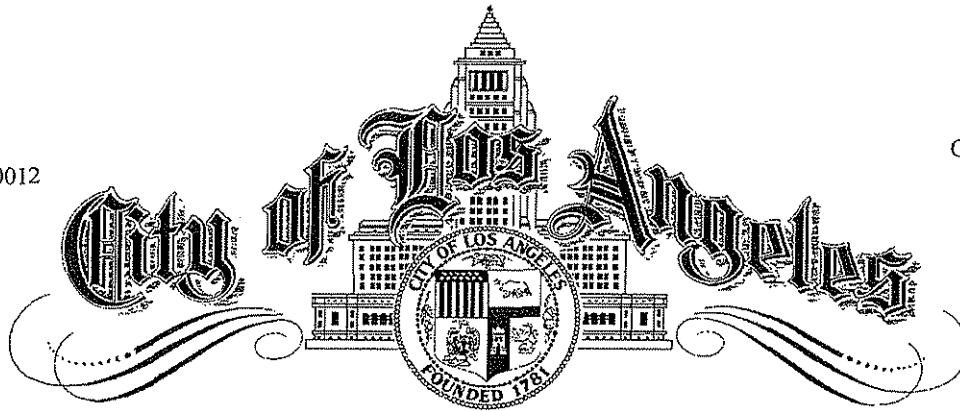
No This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the 2010-11 LA IMPACT Grant Program is \$351,862 of which \$316,000 will be fully reimbursed by the County of Los Angeles for salaries, expenses, fringe benefits and partial overhead. The General Fund impact will be \$35,862 which is remaining balance of general City overhead which is not eligible for reimbursement due to federal grant restrictions. There is no required match for this grant. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations must be balanced against revenue, which includes available cash balances and revenues estimated to be received in the current year or proposed year.

 CAO Analyst	 Chief	 CAO/Assistant CAO	12/15/10 Date
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www.lacity.org/atty



CARMEN A. TRUTANICH
City Attorney

October 13, 2010

The Honorable Antonio Villaraigosa
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Pamela Finley

Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: June Lagmay

Re: Acceptance of Second Year Continuation Funding of LA IMPACT Grant Award; Council File #10-0985

Contact Persons: Michiko M. Reyes (213) 978-7020
Mary Clare Molidor (310) 575-8552

The City Attorney's Office is transmitting for your review and approval the second year continuation funding related to the LA IMPACT grant award for FY 2010-11. City Council previously accepted the LA IMPACT grant award for FY 2009-10 totaling \$427,538 (C.F. 10-0985).

LA IMPACT is funded through a Bureau of Justice anti-drug abuse formula grant for which Cal EMA is the pass through agency to the County of Los Angeles. Following a competitive process at the County level, LA IMPACT awarded the Los Angeles City Attorney's Office funding to investigate and abate public nuisance properties, as well as prosecute individuals and/or entities that commit and/or permit criminal activity (narcotics and gangs) within these properties.

The continuation grant award allocated totals \$316,000 for a term of one year from July 1, 2010 to September 30, 2011. This provides reimbursable funding for one full-time prosecutor and one full-time paralegal, who will carry out LA IMPACT abatement duties and responsibilities under existing position authorities. In addition, the grant award provides funding for computer equipment and consulting services.

Established in 1991, LA IMPACT is an anti-drug enforcement consortium consisting of 57 police agencies contained in the County of Los Angeles, the Bureau of Narcotic Enforcement, the California Highway Patrol, Los Angeles City Attorney, Los Angeles District Attorney, Drug Enforcement Administration, and Bureau of Immigration and

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Customs Enforcement. LA IMPACT serves under the direction of local police chiefs, assisted by the California Department of Justice.

Los Angeles has become one of the top primary money laundering venues in the United States due to its location near a major world sea port, the proximity to the Mexican border, the presence of a major international airport, and proliferation of banks and other financial institutions. LA IMPACT targets, investigates, and prosecutes individuals who organize, direct, finance, or otherwise engage in medium-to-high level drug trafficking enterprises or money laundering, placing a high priority on those subjects engaged in the importation of drugs into Los Angeles. LA IMPACT also interdicts these illegal supply lines and seizes their drugs.

Through the LA IMPACT grant continuation award, the Los Angeles City Attorney will use effective civil and criminal legal tools to curtail drug and gang activity occurring in Los Angeles neighborhoods. City prosecutors, assisted by support staff, will target properties where drug dealers and gang members regularly commit crimes as a component piece of the LA IMPACT strategy to make Los Angeles safer.

Acceptance of this grant award will significantly improve public safety and enhance the neighborhoods where nuisance properties sheltering criminal activity are located.

IT IS THEREFORE REQUESTED that the City Council and the Mayor:

1. Authorize the City Attorney or his designee to **APPROVE** the accompanying grant award between the City and LA IMPACT and authorize the City Attorney or his designee to **EXECUTE** said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality.

2. Authorize the City Attorney or his designee to **ACCEPT** the grant award in the amount of \$316,000 for funding the LA IMPACT grant enforcement for the period of July 1, 2010 – June 30, 2011.

3. **AUTHORIZE** the Controller to:

- a. ESTABLISH a receivable in the amount of \$316,000 within Fund 368, Department 12.
- b. **ESTABLISH** the following appropriation Account Nos within Fund 368, Department 12 :

Account G631, Personal Services -	\$ 228,437
Account G633, Operating Expenses -	\$ 87,563

Honorable Antonio Villaraigosa
City Council
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- c. Transfer \$316,000 from Fund 368, Department 12, Account G631 Personal Services to Fund 100, Department 12, Account 1020 Salaries Grant Reimbursed.
4. **AUTHORIZE** the Office of the City Attorney to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

Thank you for your consideration to this matter.

Sincerely,



Carmen A. Trutanich
City Attorney

cc: William Mangan
Michiko Reyes
Miguel Santana, CAO

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department					
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Sub-Allocation					
Grants Coordinator: LA IMPACT Task Force		E-Mail: Chuck Balo		Phone:	
Project Manager: Mary Clare Molidor		E-Mail: mc.molidor@lacity.org		Phone: 213-575-8552	
Department/Bureau/Agency: Los Angeles City Attorney			Date: 10/13/10		
Grant Information					
Name of Grantor: Bureau of Justice Assistance - Byrne			Pass Through Agency: Cal EMA to LA County		
Grant Program Title: Anti-Drug Abuse Enforcement Program			Notification of Award Date: Spring, 2010		
Funding Source (Public or Private): <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Other	Grant Type: <input checked="" type="checkbox"/> Formula/Block <input checked="" 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 # _____ eCivis ID# _____ CA 1056	
Match Requirement: <input checked="" type="checkbox"/> None <input type="checkbox"/> Recommended <input type="checkbox"/> Mandatory _____ Amount = _____ % Match					
Match Type: <input type="checkbox"/> Cash <input type="checkbox"/> In-Kind Identify Source of Match: _____					
Fiscal Information:	Awarded Funds \$316,000	Match/In-Kind Funds \$	Additional/Leveraged Funds \$	Total Project Budget \$316,000	
Approved Grant Budget Summary:					
Category	Awarded	Match	Additional	Explanation	
Personnel					
Salaries	173,492.08				
Fringe Benefits	54,944.94				
Indirect					
Equipment					
Materials/Supplies					
Travel					
Contractual Services					
Other	17,349.21			Operating expenses	
	70,213.77			Equipment; consulting expenses	
Total:	316,000				
Approved Project					
Descriptive Title of Funded Project: LA IMPACT					
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/10 End: 06/30/11			Citywide: <input checked="" type="checkbox"/> Affected Council District(s): All Affected Congressional District(s): Citywide		
Purpose: <input type="checkbox"/> Capital/Infrastructure <input checked="" 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: The Los Angeles Interagency Metropolitan Apprehension Crime Task Force (LA IMPACT), is an anti-drug task force comprised of 57 County law enforcement agencies. LA IMPACT targets, investigates and prosecutes individuals who organize, direct, finance, or otherwise engage in medium-to-high level drug trafficking enterprises. LA IMPACT places a high priority on those subjects engaged in the importation of drugs, interdicting such illicit supply lines, and seizing their drugs.					
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 LA IMPACT Task Force is funded through a BJA anti-drug abuse formula grant for which Cal EMA is the pass through agency to the County. Following a competitive process at the County level, LA IMPACT awarded the LACA funding to investigate public nuisance properties and to prosecute individuals and/or entities that commit and/or permit criminal activity (narcotics and gang) within these properties. Grant funds will provide for one full time prosecutor and full time paralegal, in addition to equipment and consulting expenses.					

City of Los Angeles Grant Award Notification and Acceptance

Fiscal Impact Statement

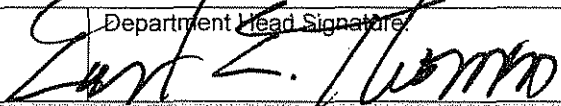
Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The funds will be disbursed on a pro-rata basis when received by the LA IMPACT task force through anti-drug abuse formula grant funding and asset forfeitures. The LACA reimbursement costs will be disbursed over the course of a maximum of four quarters within the grant period. The LACA will submit quarterly invoices. No match is required. The grant funded positions will be co-located full-time at the LA IMPACT task force facility in the City of Commerce. Existing personnel will carry out ongoing LA IMPACT related duties and responsibilities under current position authorities.

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 type="checkbox"/> Copy of Award Notice |
| <input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document) | <input checked="" 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) |

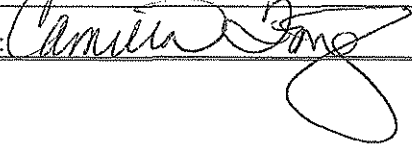
Department Head Name: Earl Thomas	Department Head Signature: 	Date: 10/14/10
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FOR CAO USE ONLY

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: *Review Controller's instructions 3C, S/B \$228,437 transfer amount from Fund 368, Dept 12, Act 6431 to Fund 100, Dept 12, Act 1020*

CAO Grants Oversight Unit Signature: 	Date: 10/25/10
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**Grant Award Notification and Acceptance
Grant Project Cost Breakdown**

LA Impact Grant Reimbursement Funding for Project TOUGH					Department:	Los Angeles City Attorney
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
Salaries						
1010 Salaries General	173,492			173,492		
1020 Salaries Grant Reimbursed				0		
1070 Salaries As Needed				0		
1090 Overtime				0		
Salaries Total:	\$ 173,492			173,492		
Related Costs City Attorney						
	CAP Rate					
Fringe Benefits	31.67%	54,945		54,945		
Department Administration	10.00%	17,349		17,349	10% of salary is max allowed per funding source	
Central Services				0		
Related Costs Total:		\$ 72,294	\$ -	\$ -	72,294	
Expense						
2120 Printing & Binding				0		
2130 Travel	5,000			5,000	trainings/conferences	
3040 Contractual Services	40,000			40,000	Database development	
3310 Transportation				0		
4160 Governmental Meetings				0		
6010 Office Supplies	7,714			7,714	misc. office supplies, including software licences	
6020 Operating Supplies	2,500			2,500	bulletproof vests	
7300 Equipment	15,000			15,000	laptops, desktops, portable printers, camera	
Other (Database)				0		
Expenses Total:		\$70,214		70,214		
Grand Total:		\$ 316,000	\$ -	\$ -	\$ 316,000	

Grant Award Notification and Acceptance
Grant Project Cost Breakdown

	*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.	



INTRA-AGENCY MEMORANDUM

MEMORANDUM OF UNDERSTANDING

for

L.A. IMPACT and Los Angeles City Attorney's Office "Project T.O.U.G.H."

Whereas the Los Angeles City Attorney's Office (Project T.O.U.G.H.) has entered into an agreement with the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT) through the Anti-Drug Abuse Enforcement Program (ADA Grant) with the approval of CalEMA to become an ancillary group of L.A. IMPACT for the purpose of investigating public nuisance properties and prosecuting individuals and/or entities that commit and/or permit criminal activity (i.e., narcotics and gang) within those properties.

The following points describe the conditions under which L.A. IMPACT and the L.A. City Attorney's Office will carry out this joint operation during the 2010-2011 CalEMA grant:

- The L.A. City Attorney's Office understands and agrees that all funds associated to Project T.O.U.G.H. have been awarded to and will be administered solely by L.A. IMPACT.
- The L.A. City Attorney's Office reimbursement costs will be dispersed over the course of a maximum of four quarters within the grant period.
- Unless an extension for use of the grant funds is approved by Cal EMA past June 30, 2011, payments to the L.A. City Attorney's Office will be dispersed on a pro rated basis when the grant funds are received by L.A. IMPACT.
- The L.A. City Attorney's Office personnel will be co-located at the L.A. IMPACT facility in the City of Commerce on a full-time basis with an understanding, however, that City Attorney personnel will periodically need to be off-site to attend mandatory meetings and perform other essential job functions.
- The L.A. City Attorney's Office will be considered an ancillary task force group, designated as Group 16, and for purposes of chain of command shall fall within L.A. IMPACT and L.A. IMPACT's organizational chart.
- L.A. IMPACT will provide travel, training and equipment, including office supplies and computers, to the L.A. City Attorney's Office personnel as needed, with such computer equipment to revert to the L.A. City Attorney's Office if and when grant funding for Project T.O.U.G.H. is terminated.
- All discrepancies / disputes between L.A. IMPACT and the L.A. City Attorney's Office will be resolved through the L.A. IMPACT Executive Board.
- The L.A. City Attorney's Office will maintain and provide all statistical data required by CalEMA for reporting requirements within 15 days after a quarter ends.
- The L.A. City Attorney's Office will commence this joint operation effective July 1, 2010.



INTRA-AGENCY MEMORANDUM

The following is a breakdown of the grant funds that L.A. IMPACT will reimburse for the support of the L.A. City Attorney's Office over the course of the grant period:

Personnel Services - Salaries

<u>Staffing</u>	<u>FTE</u>	<u>Annual Salary</u>
Deputy City Attorney II	1	\$100,458.08
Senior Legal Assistant	1	<u>\$ 73,038.00</u>
		\$173,492.08

Personnel Services – Fringe Benefits

Deputy City Attorney II		\$31,813.81
Senior Legal Assistant		<u>\$23,131.13</u>
		\$54,944.94

Operating Expenses

Deputy City Attorney II		\$10,045.41
Senior Legal Assistant		<u>\$ 7,303.80</u>
		\$17,349.21

TOTAL PERSONNEL COSTS \$245,786.23

Other Services

\$70,213.77

The L.A. City Attorney's Office will receive up to \$70,213.77 in reimbursement from L.A. IMPACT for equipment, consulting services or any other area that falls within grants guidelines. Funds not used within grant period will be utilized by L.A. IMPACT for task force operations. If requested reimbursement does not fall within grant guidelines or said funds are not used by the L.A. City Attorney's Office within the grant period, L.A. IMPACT shall pay the unused portion of the \$70,213.77 from asset forfeiture funds to the L.A. City Attorney's Office.

TOTAL COMPENSATION \$316,000

This MOU may be terminated by either L.A. IMPACT or the City of Los Angeles on account of the other's default in respect to any material provision of this document, however, that written notice of default shall be given to the defaulting party and the opportunity to cure the default within (30) calendar days or such other period designated in the notice as may be reasonable. If the default is not cured within the specified time or any written extension thereof, this MOU may be terminated upon (10) days written notice by the non-defaulting party.

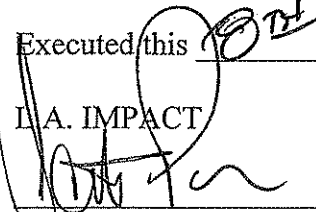


INTRA-AGENCY MEMORANDUM

All provisions contained within this MOU shall remain in full force and effect.

Executed this 02nd day of SEPTEMBER 2010 at Commerce, California.

L.A. IMPACT



Scott Pickwith
City of La Verne Police Department

CITY OF LOS ANGELES

William Mangan
Special Administrative Assistant