

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0065

Date: February 28, 2014

To: The Mayor
The CouncilAttn: Mandy Morales, 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 CALIFORNIA OFFICE OF EMERGENCY SERVICES AGENCY (CAL OES), FY2013-14 UNDERSERVED VICTIM ADVOCACY AND OUTREACH (UVAO) PROGRAM GRANT FOURTH YEAR FUNDING**

Attached is the Grant Acceptance Packet for the California Office of Emergency Services (Cal OES), Underserved Victim Advocacy and Outreach (UVAO) Program – Fourth Year award in the amount of \$125,000 received by the City Attorney's Office. This year's funding will support services to victims of crime in the underserved lesbian, gay, bisexual and transgender (LGBT) community. 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:

- Notification of Award
- 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

MAS:ACA:CLF:04140084c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: December 2013	
Grant Award Title: Underserved Victim Advocacy and Outreach Program FY 2013-14		Grant Amount: \$125,000 Prior Grant Award(s): \$366,420	
Awarding Agency: California Office of Emergency Services			
Grant Agreement Number/Reference:	Performance Start Date: October 1, 2013	Performance End Date: September 30, 2014	
Purpose: The City Attorney's Office is requesting authority to accept the fourth year of grant funding for the Underserved Victim Advocacy and Outreach Program. Funding in the amount of \$125,000 will support the salaries of one full-time victim advocate, three part-time contractual victim advocates, and various expenses to provide victim support services.			

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 \$125,000 in grant funding for the Underserved Victim Advocacy and Outreach (UVAO) program. These funds originate from the Victims of Crime Act (VOCA) and pass through the California Office of Emergency Services (CalOES). The UVAO program provides services to victims of crime in the underserved lesbian, gay, bisexual and transgender (LGBT) community, with the goal of assisting victims in recovering from the psychological, emotional, and out-of-pocket financial losses incurred as a result of the crime, as well as increasing the victims' involvement in the criminal justice system.

The total cost of the program is \$136,629, of which \$125,000 will be reimbursed to the City as follows: \$62,861 in salaries for one Witness Service Coordinator, \$21,876 in fringe benefits for one Witness Service Coordinator, \$875 for printing and binding, \$1,626 for travel, \$36,172 for three part-time contracted victim advocates, and \$1,590 for office supplies. The position authority for the Witness Service Coordinator is already provided through the 2013-14 Adopted Budget, therefore no additional position authorities are required.

The grant has a 20 percent match contribution requirement, which has been waived for the City. While the City does not have to meet a match requirement, the General Fund will have to bear \$11,629 in overhead costs, which includes \$3,080 in fringe benefits, \$3,564 for central services and \$4,985 for department administration, not reimbursed by the grant.

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 grant award between the City of Los Angeles and the California Office of Emergency Services for the period of October 1, 2013 to September 30, 2014, 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 \$125,000 for funding the Underserved Victim Advocacy and Outreach Program for the period of October 1, 2013 to September 30, 2014;
3. Authorize the Controller to :
 - a. Establish a receivable in the amount of \$125,000 within Fund 368, Department 12;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12K401 - FY 13-14 UV Program - \$125,000
 - c. Upon receipt of grant funds, transfer up to \$84,737 from Fund 368, Department 12, Account 12K401 to Fund 100, Department 12, Revenue Account 5301, Reimbursement from Other Funds/Dept;
4. Authorize the City Administrative Officer, or his designee, to approve the Certification of Assurance of Compliance; and,
5. Authorize the City Attorney 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 Underserved Victim Advocacy and Outreach Program is \$136,629, of which \$125,000 will be reimbursed by the California Office of Emergency Services for salaries, fringe benefits and expenses. The General Fund impact will be \$11,629 for overhead costs (partial fringe benefits, central services and department administration), which are not reimbursed by the grant. The grant's match requirement has been waived for the City Attorney's Office. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from this grant.

			
CAO Analyst	Chief	CAO/Assistant CAO	Date