


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

0150-03892-0091

Date: April 21, 2022

To: The Mayor  
The Council

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

From: Matthew W. Szabo, City Administrative Officer 

Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM (JANUARY 2022 THROUGH DECEMBER 2022)**

Attached is the Grant Acceptance Packet (Packet) for the 2021-22 Underserved Victim Advocacy and Outreach Program (UVAOP) for a grant award in the amount of \$228,334 received by the City Attorney's Office from the California Governor's Office of Emergency Services (Cal OES) for the period from January 1, 2022 through December 31, 2022. The grant funding is provided through the federal Victims of Crime Act on a reimbursement basis to support crime victims within the lesbian, gay, bisexual, and transgender (LGBT) community in Los Angeles.

The grant funds of \$228,334 will provide \$216,914 for personnel, \$135,132 for direct costs, \$81,782 for related costs, and \$11,420 for program expenses. The grant will fully fund two Witness Service Coordinators (WSC) and partially fund one Administrative Coordinator IV and one Administrative Coordinator II. The 2021-22 Adopted Budget provides position authority for all four positions and the remaining balance of funding for the Administrative Coordinator IV and the Administrative Coordinator II.

As a participant in the Grants Pilot Program, the City Attorney's Office submitted the Packet for review and analysis by the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO analyst. This Office reviewed the Packet for completeness, conducted a concise analysis, prepared a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Grant Award Notification and Acceptance
- Grant Project Cost Breakdown

If you have any questions regarding the Packet, please contact Claire No at (213) 473-7520.

MWS:EFR:CN:04220075

Attachment

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

<b>Recipient City Department:</b> Office of the City Attorney		<b>Award Notification Date:</b> December 2, 2021	
<b>Grant Award Title:</b> Underserved Victim Advocacy and Outreach Program		<b>Grant Amount:</b> \$228,334 <b>Prior Grant Award(s):</b> \$228,052	
<b>Awarding Agency:</b> California Office of Emergency Services			
<b>Grant Agreement Number/Reference:</b> C.F. 11-0255	<b>Performance Start Date:</b> January 1, 2022	<b>Performance End Date:</b> December 31, 2022	
<b>Purpose:</b> The Office of the City Attorney is requesting authority to accept the grant award of \$228,334 from the U.S. Department of Justice, Office of Victims of Crime, Victims of Crime Act (VOCA) Grant, which is passed through the California Office of Emergency Services (Cal OES) for the Underserved Victim Advocacy and Outreach Program (UVAOP) for the performance period of January 1, 2022 through December 31, 2022. The awarded funds will provide continued crime victim support services to lesbian, gay, bisexual, and transgender (LGBT) residents in the City of Los Angeles.			

<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>				
<ul style="list-style-type: none"> <li>Department requests acceptance of the Grant</li> </ul>	<b>X</b>			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
<ul style="list-style-type: none"> <li>Match Sources Identification completed</li> </ul>			<b>X</b>	( ) Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> <li>Additional Funds requested</li> </ul>			<b>X</b>	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
<ul style="list-style-type: none"> <li>Charter Section 1022 findings completed</li> </ul>			<b>X</b>	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
<ul style="list-style-type: none"> <li>Standard and Grantor Provisions or equivalent language is included</li> </ul>			<b>X</b>	( ) Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> <li>Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul>			<b>X</b>	( ) Submit to City Attorney for review and approval; copy to CAO
<b>5. Personnel Authorities</b>				
<ul style="list-style-type: none"> <li>Department has submitted a request for position(s)</li> </ul>		<b>X</b>		( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
<ul style="list-style-type: none"> <li>Department has submitted grant implementation instructions</li> </ul>	<b>X</b>			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
<ul style="list-style-type: none"> <li>Department has requested Funds/Accounts Set-up</li> </ul>	<b>X</b>			
<b>8. Governing Body Resolution/Certification</b>				
<ul style="list-style-type: none"> <li>Department has submitted Resolution/Certification</li> </ul>			<b>X</b>	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
<ul style="list-style-type: none"> <li>Department has submitted Fiscal Impact Statement</li> </ul>	<b>X</b>			( ) 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 \$228,334 in grant funding for the Underserved Victim Advocacy and Outreach Program (UVAOP). Funding is provided from the U.S. Department of Justice, Office of Victims of Crime, Victims of Crime Act (VOCA) Grant, with the California Office of Emergency Services (Cal OES) serving as the pass-through agency. The grant period is effective from January 1, 2022 through December 31, 2022.

The City will be reimbursed \$228,334 as follows: \$135,132 for salary costs, \$81,782 for related costs, and \$11,420 for program expenses. Of the \$135,132 allocated for direct salary costs, \$117,822 will fully fund two Witness Service Coordinators and \$17,310 will partially fund an existing Administrative Coordinator IV and an existing Administrative Coordinator II. The 2021-22 Adopted Budget is providing regular authority and the balance of funding for the Administrative Coordinator IV and Administrative Coordinator II and resolution authority for the two Witness Service Coordinators.

The Administrative Coordinator IV, Administrative Coordinator II, and one Witness Service Coordinator will work primarily in the Central Victim Assistance Program Office and the second Witness Service Coordinator will be located at the Los Angeles Police Department's Hollywood Division site. The grant funding will provide continued aid to victims of crimes in the lesbian, gay, bisexual, and transgender (LGBT) community. Services include the following: resource referrals, crisis intervention counseling, recovery of psychological, emotional, and out-of-pocket financial losses, and increased victim involvement in the criminal justice system process. Program metrics for the UVAOP are provided in the City Attorney's transmittal.

The recommendations in this report differ from the City Attorney's transmittal in that the report excludes Recommendation 7. The City Administrative Officer has already approved and signed the Certificate of Assurance of Compliance.

**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 approval from the Mayor:

1. Approve and authorize the City Attorney, or designee, to accept and execute the Underserved Victim Advocacy and Outreach Program (UVAOP) grant award between the City of Los Angeles and the California Office of Emergency Services in the amount of \$228,334 for the period of January 1, 2022 through December 31, 2022, subject to the approval of the City Attorney as to form;

2. Authorize the Controller to:

- a. Establish a receivable in the amount of \$228,334 within Fund 368, Department 12;
- b. Establish a new appropriation account within Fund 368 as follows:  
Account 12V412 – UVAOP Grant Program - \$228,334;
- c. Transfer \$67,566 from Fund 368, Department 12, Account 12V412 to Fund 100, Department 12, Account 001010, Salaries, General; and,
- d. Transfer, upon receipt of grant funds, up to \$89,782 from Fund 368, Department 12, Account 12V412 to Fund 100, Department 12, Revenue Source Code 5346, Related Cost-Reimbursements – Grants, to reimburse fringe benefits and indirect costs;

(Continued on Page 3)

**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 program cost is \$228,334 and will be reimbursed by the California Office of Emergency Services (Cal OES) grant as follows: \$135,132 for salary costs, \$81,782 for related costs, and \$11,420 for program expenses. The grant program does not have a match requirement. There is no additional impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.

Doc. No. 04220075

Claire No	Edward F. Roes		
CAO Analyst	Chief	CAO/Assistant CAO	Date

**11. Recommendations (Continued from Page 2)**

3. Instruct the City Clerk to place on the Council calendar on July 1, 2022 or any meeting thereafter, the following action relative to the Fiscal Year 2021-22 UVAOP Grant:

“That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$67,566 from Fund 368, Department 12, Account 12V412 – UVAOP Grant program to Fund 100, Department 12, Account 001010, Salaries, General.”

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.