

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0064

Date: August 31, 2012

To: The Mayor
The CouncilAttn: Mandy Olvera, Mayor's Office
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FIRST YEAR FUNDING FOR THE CALIFORNIA VICTIM COMPENSATION BOARD, JOINT POWERS OF VERIFICATION UNIT (JPVU) GRANT SUB-AWARD THROUGH LOS ANGELES COUNTY**

Attached is the Grant Acceptance Packet for the California Victim Compensation Board, Joint Powers of Verification Unit Sub-award in the amount of \$689,354 received by the City Attorney's Office. This represents the first year of a three year funding cycle (July 1, 2012 through June 30, 2015) for the performance period of July 1, 2012 through June 30, 2013. 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
- Grant Award Agreement

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:04130022c

30520-01 08/31/12

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

Recipient City Department: Office of the City Attorney		Award Notification Date: May 2012	
Grant Award Title: Joint Powers of Verification Unit		Grant Amount: \$689,354 Prior Grant Award(s): \$689,354	
Awarding Agency: California State Victim Compensation and Government Claims Board			
Grant Agreement Number/Reference:	Performance Start Date: 07/01/12	Performance End Date: 06/30/13	
Purpose: The City Attorney's Office requests authority to accept grant funding from the California Victim Compensation and Government Claims Board for the Joint Powers of Verification Unit. Funding in the amount of \$689,354 will provide reimbursement for staff conducting claims verifications from July 1, 2012 to June 30, 2013.			

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 City Attorney's Office requests approval to accept \$689,354 in grant funding for the Joint Powers of Verification Unit (JPVU). The State of California's Victim Compensation and Government Claims Board awarded the County of Los Angeles \$8,272,242 for a three-year grant from July 1, 2012 to June 30, 2015. The County awarded \$2,068,062, or \$689,354 annually, to the City as a subgrantee. This request to accept \$689,354 in grant funding is for the first year, from July 1, 2012 to June 30, 2013. Acceptance of grant funding for the next two years will be requested in the future.

The total cost of the program is \$780,235, of which \$689,354 will be reimbursed to the General Fund as follows: \$482,373 in salaries, \$167,866 in fringe benefits, \$32,365 in related costs and \$6,750 in expenses. There is no required match for this grant, however, the City will be required to contribute \$90,881 in related costs. No additional funds are necessary.

Grant funding will provide for salaries, operating expenses, fringe benefits and partial related costs for eight positions. These positions will assist victims of crime in submitting and verifying claims for unreimbursed financial losses. According to the City Attorney's Office, approximately 2,616 new claims and 18,601 continuing claims for medical/mental health expenses, loss of support, wage loss, funeral expenses and moving/relocation expenses were processed in 2011-12.

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.


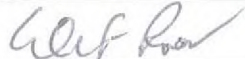
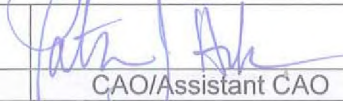
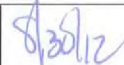
That the Council, subject to the approval of the Mayor:

1. Approve and authorize the City Attorney or his designee to execute the agreement between the City and the County of Los Angeles for the Victim Compensation and Government Claims Board Claims Verification Program for the period of July 1, 2012 to June 30, 2015, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney or his designee to accept grant funding in the amount of \$689,354 from the County of Los Angeles for the period of July 1, 2012 to June 30, 2013;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$689,354 from the County of Los Angeles;
 - b. Establish the following appropriation account within Fund 368 as follows:
Account 12J501 - FY 12-13 JPVU - \$689,354
 - c. Transfer \$482,373 from Fund 368, Department 12, Account 12J501 to Fund 100, Department 12, Account 1020 (Salaries, Grant Reimbursed)
4. Transfer up to \$200,231 from Fund 368, Department 12, Account 12J501 to Fund 100, Department 12, Account 5301, Reimbursement from Other Funds/Depts upon receipt of reimbursement; 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 Joint Powers of Verification Unit program is \$780,235, of which \$689,354 will be reimbursed by the County of Los Angeles for salaries, fringe benefits, related costs, and expenses. The General Fund impact will be \$90,881 in related costs. The acceptance of the use of the grants is consistent with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from the continuation of the grant.

			
CAO Analyst	Chief	CAO/Assistant CAO	Date