

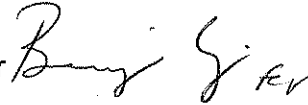
CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0067

Date: October 16, 2013

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 SECOND 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 second year of a three year funding cycle (July 1, 2012 through June 30, 2015) for the performance period of July 1, 2013 through June 30, 2014. 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

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:04140038c

**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> September 29, 2012	
<b>Grant Award Title:</b> Joint Powers of Verification Unit		<b>Grant Amount:</b> \$689,354 <b>Prior Grant Award(s):</b> \$689,354	
<b>Awarding Agency:</b> California State Victim Compensation and Government Claims Board			
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> 07/01/13	<b>Performance End Date:</b> 06/30/14	
<b>Purpose:</b> 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, 2013 to June 30, 2014.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
<b>1. Authority for Grant Acceptance</b>				
• Department requests acceptance of the Grant	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
• Match Sources Identification completed			X	( ) Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested		X		( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
• Charter Section 1022 findings completed			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
• 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
<b>5. Personnel Authorities</b>				
• Department has submitted a request for position(s)		X		( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
• Department has submitted grant implementation instructions	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
• Department has requested Funds/Accounts Set-up	X			
<b>8. Governing Body Resolution/Certification</b>				
• Department has submitted Resolution/Certification			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
• 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 authority 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. On October 9, 2012, the Council approved and authorized the City Attorney to accept the three-year grant and accepted funding for the first year (C.F. 11-1801). This request to accept \$689,354 in grant funding is for the second year, from July 1, 2013 to June 30, 2014.

The total cost of the program is \$807,243, of which \$689,354 will be reimbursed to the General Fund as follows: \$499,839 in salaries, \$173,944 in fringe benefits, \$9,821 in partial central services costs and \$5,750 in expenses. There is no required match for this grant, however, the City will be required to contribute \$117,889 in partial central services costs and department administration costs. No additional appropriations are necessary.

Grant funding will provide for salaries, operating expenses, fringe benefits and partial central services 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 2,425 new claims and 13,567 continuing claims for medical/mental health expenses, loss of support, wage loss, funeral expenses and moving/relocation expenses were processed in 2012-13. No additional position authorities are requested as these positions are authorized through the 2013-14 Personnel Resolution Authority.

**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.

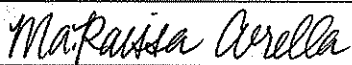


That the Council, subject to the approval of the Mayor:

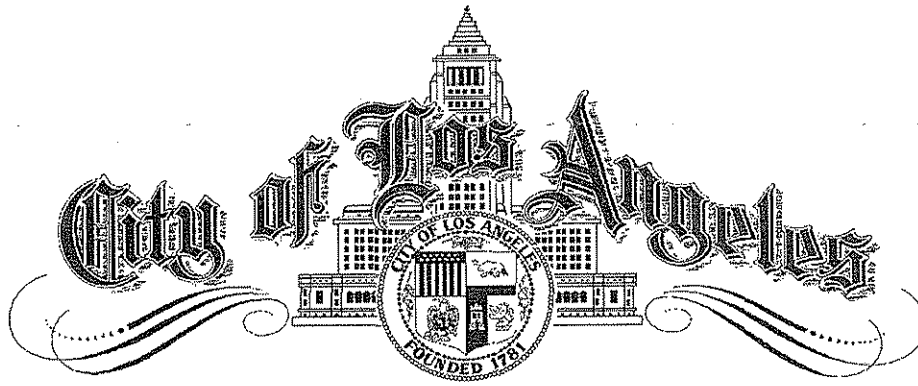
1. Approve the grant award between the City of Los Angeles and the County of Los Angeles and authorize the City Attorney, or his designee, to execute the grant award in the amount of \$689,354 for continuation funding in support of the Joint Powers of Verification Unit for the period of July 1, 2013 to June 30, 2014;
2. Authorize the City Attorney, or his designee, to accept the grant funding in the amount of \$689,354 from the California Victim Compensation and Government Claims Board and the County of Los Angeles;
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 12K501 - FY 13-14 JPVU - \$689,354
  - c. Transfer \$499,839 from Fund 368, Department 12, Account 12K501 to Fund 100, Department 12, Account 1020 (Salaries, Grant Reimbursed)
4. Transfer up to \$183,765 from Fund 368, Department 12, Account 12K501 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 \$807,243, of which \$689,354 will be reimbursed by the County of Los Angeles for salaries, fringe benefits, partial central service costs, and expenses. The General Fund impact will be \$117,889 in partial central services costs and department administration 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	10/16/13 Date
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**MICHAEL N. FEUER**  
CITY ATTORNEY

September 25, 2013

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

**Re: Joint Powers of Verification Unit Grant for Fiscal Year 2013-2014**

Contact person: Michiko Reyes (213) 978-7020  
Kathy Colobong (213) 978-2167

Dear Mayor Garcetti and Members of City Council:

The City Attorney's Office is herewith transmitting for your approval the Controller's instructions related to continuation funding for the City Attorney's Joint Powers of Verification Unit totaling \$689,354. Council previously accepted a three year grant award (July 1, 2012 to June 30, 2015 - Council File # 08-1932) to maintain the operations of this unit to provide claims verification for victims.

The Joint Powers of Verification grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under this code, certain victims of crime may receive payments for unreimbursed losses directly resulting from a crime. The Joint Powers of Verification Unit enhances the City's existing services by allowing the program to expedite the "Victims of Crime Compensation Claims" verification and reimbursement process for victims who are entitled to financial assistance.

The Joint Powers of Verification Unit reports that it processed approximately 2,425 new claims during FY 2012-13, in addition to 13,567 continuation claims and bills for medical/mental health expenses, loss of support, wage loss, funeral/burial and/or

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moving/relocation expenses for ongoing claims previously processed. The value of the FY 2012-13 claims processed totals \$5.8 million.

The total cost for FY 2013-2014 is \$ 807,243 of which \$689,354 is reimbursed by the County of Los Angeles. The grant funds are detailed as follows:

Salary Expenses	\$ 499,839
Fringe Benefits	\$ 173,944
Operating Expenses	\$ 5,750
Overhead	\$ 9,821

The General Fund contribution is \$117,889 for overhead costs (Central Services and Department Administration) not reimbursed from the grant.

We, therefore, request that the City Council, subject to the approval of the Mayor, request the following:

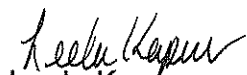
1. **AUTHORIZE** the City Attorney or designee to accept the grant award in the amount of \$689,354 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2013 to June 30, 2014.
2. **ACCEPT** the funding in the amount of \$689,354 from the State Victim Compensation and Government Claims Board and the County of Los Angeles.
3. **AUTHORIZE** the Controller:
  - a. Establish a receivable from the County of Los Angeles in the amount of \$689,354.
  - b. Establish the following appropriation account within Fund 368, Department 12:

Account No. 12K501 FY 13-14 JPVU	\$ 689,354
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  - c. Transfer \$499,839 from Fund 368, Department 12, Account 12K501 to Fund 100, Department 12, Account 1020 – Salaries, Grant reimbursed.
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 instruct the Controller to implement the instructions.

Mayor Eric Garcetti  
City Council Members  
September 25, 2013  
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Thank you for your consideration to this matter. If you or your staff should have any questions or need any further information, please contact Michiko Reyes at 213 978-7020 or Kathy Colobong at 213 978-2167.

Sincerely,

  
Leela Kapur  
Chief of Staff

Cc: Miguel Santana, CAO  
Maria Raisa Corella, CAO  
Michiko Reyes, City Attorney  
Kathy Colobong, City Attorney

## 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 type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Kathy Colobong		E-Mail: kathy.colobong@lacity.org		Phone: 213-978-2167
Department/Bureau/Agency: City Attorney				Date: 9/25/13
Grant Information				
Name of Grantor: California State Victim Compensation and Government Claims Board			Pass Through Agency: County of Los Angeles	
Grant Program Title: Joints Powers of Verification Unit			Notification of Award Date: Rolling	
Funding Source (Public or Private): <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other		Grant Type: <input checked="" type="checkbox"/> Formula/Block <input 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 # 08-1932 eCivis ID# _____				
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: _____				
<b>Fiscal Information:</b>	Awarded Funds \$689,354	Match/In-Kind Funds \$	Additional/Leveraged Funds \$117,889	Total Project Budget \$807,243
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	499,839			
Fringe Benefits	173,944			
Indirect	9821		117,889	
Equipment	750			
Materials/Supplies	2,000			
Travel	3,000			
Contractual Services				
Other				
Total:	689,354		117,889	
Approved Project				
Descriptive Title of Funded Project: Joint Powers of Verification Unit				
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/2013 End: 06/30/2014			Citywide: <input checked="" type="checkbox"/> Affected Council District(s): Citywide Affected Congressional District(s): Citywide	
Purpose: <input type="checkbox"/> Capital/Infrastructure <input 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): Identify External Partners: Los Angeles District Attorney				
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 grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under that code, certain victims of crime may receive payments for unreimbursed losses directly resulting from this crime. The Joint Powers of Verification Unit enhances the City's existing services by allowing the program to expedite the "Victims of Crime Compensation Claims" verification and reimbursement process for victims who are entitled to financial assistance. The County has advised the City of the State's decision to approve the grant award and has confirmed its intent to make the \$689,354 available to the City for the continued operation of the Joint Powers of Verification Unit for the fiscal year 2013-14. Program expenditures will be reimbursed through the County of Los Angeles upon submission of monthly invoices.				

**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 total project cost is \$807,243 of which \$689,354 will be reimbursed by the County of Los Angeles. There is no cash match requirement, however the general fund is requested to contribute \$117,889 towards overhead. The City is receiving the maximum reimbursement available from this grant.**

**Acceptance Packet**

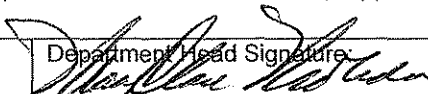
The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related 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 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:

Mary Clare Molitor

Department Head Signature:



Date:

10-2-17

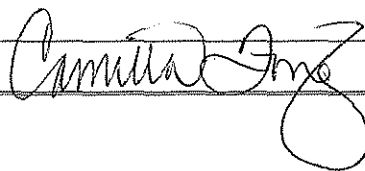
**FOR CAO USE ONLY**

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:



Date:

10-11-13



**Grant Award Notification and Acceptance  
Grant Project Cost Breakdown**

Grant Name: Joint Powers of Verification Unit		Additional Costs**			Department:	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
<b>Salaries</b>						
1010 Salaries General	-			-		
1020 Salaries Grant Reimbursed	499,839			499,839		
1070 Salaries As Needed				-		
1090 Overtime				-		
<b>Salaries Total:</b>	499,839	-	-	499,839		
<b>Related Costs*</b>						
	<b>CAP Rate</b>					
Fringe Benefits	34.80%	173,944		173,944		
Department Administration	17.21%		86,022	86,022		
Central Services	8.34%	9,821	31,867	41,688		
<b>Related Costs Total:</b>		183,765	117,889	301,654		
<b>Expense</b>						
2120 Printing & Binding				-		
2130 Travel		3,000		3,000.00		
3040 Contractual Services				-		
3310 Transportation				-		
4160 Governmental Meetings				-		
6010 Office Supplies		2,000		2,000.00		
6020 Operating Supplies				-		
7300 Equipment Rental		750		750.00		
<b>Expenses Total:</b>		5,750	-	5,750		
<b>Grand Total:</b>		689,354	117,889	807,243		
*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.						

