

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02025-0000

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 FOR THE
FY2012-13 CALIFORNIA DEPARTMENT OF EDUCATION TOBACCO USE
PREVENTION EDUCATION PROGRAM GRANT**

Attached is the Grant Acceptance Packet for the FY2012-13 California Department of Education Tobacco Use Prevention Education Program Grant in the amount of \$39,230 for the implementation of the Tobacco Industry Manipulation Exposed (T.I.M.E.) Awareness Project to prevent, reduce and eliminate the use of tobacco in the Los Angeles Unified School District (LAUSD). 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 with LAUSD

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:04130023c

MIGUEL A. SANTANA

CITY CLERK

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: Tobacco Industry Manipulation Exposed (TIME) Project		Grant Amount: \$39,230.35 Prior Grant Award(s): n/a
Awarding Agency: California Department of Education		
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 Department of Education for the Tobacco Industry Manipulation Exposed Project. Funding in the amount of \$39,230 will provide funding for City Attorney staff to develop an anti-tobacco youth prevention campaign for students in the LAUSD for the period 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 authority to accept \$39,230 in grant funding for the Tobacco Industry Manipulation Exposed (TIME) Project. The California Department of Education awarded the Los Angeles Unified School District (LAUSD) \$1,999,301 to prevent, reduce and eliminate the use of tobacco through the Tobacco Use Prevention Education Program. The LAUSD awarded \$39,230 to the City as a sub-grantee. The City Attorney's Office will utilize the grant to provide assistance in the development of an anti-tobacco youth prevention campaign for students in the LAUSD. The grant will provide funding for two positions in the City Attorney's Tobacco Enforcement Program (TEP) to develop a curriculum, conduct train-the-trainer sessions for teachers and staff, three follow-up programmatic visits, and 17 parent outreach sessions. The grant will also provide funding for vehicle usage and operating supplies, such as tobacco brochures to be distributed at trainings.

The total cost of the program is \$39,230, which will be reimbursed by the TIME grant as follows: \$21,223 in salaries, \$7,385 in fringe benefits, \$5,422 in related costs, and \$5,200 in expenses. There is no required match for this 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. Authorize the City Attorney or his designee to submit the grant award in the amount of \$39,230 for the TIME project for the period of July 1, 2012 to June 30, 2013;
2. Approve and authorize the City Attorney or his designee to execute the TIME Project agreement between the City and the Los Angeles Unified School District (LAUSD) for the period of July 1, 2012 to June 30, 2013, subject to the approval of the City Attorney as to form and legality;
3. Authorize the City Attorney or his designee to accept grant funding in the amount of \$39,230 for the TIME Project for the period of July 1, 2012 to June 30, 2013;
4. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$39,230;
 - b. Establish the following appropriation account:
Account 12J641, FY 12-13 TIME - \$39,230
5. Transfer up to \$34,030 from Fund 368, Department 12, Account 12J641 to Fund 100, Department 12, Account 5301, Reimbursement from Other Funds/Depts upon receipt of reimbursement; and
6. 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 Tobacco Industry Manipulation Exposed (TIME) Project is \$39,230, which will be funded by the Los Angeles Unified School District (LAUSD) for salaries, fringe benefits, related costs, and expenses. There is no additional General Fund impact. 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.

Ma. Raissa Arellano
CAO Analyst

Carl Roe
Chief

John Ash
CAO/Assistant CAO

8/30/12
Date