

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02025-0002

Date: June 9, 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 – SECOND SUPPLEMENTAL GRANT
ACCEPTANCE PACKET FOR THE FY2012-13 CALIFORNIA DEPARTMENT
OF EDUCATION TOBACCO USE PREVENTION EDUCATION PROGRAM
GRANT**

Attached is the Second Supplemental Grant Acceptance Packet for the FY2012-13 California Department of Education Tobacco Use Prevention Education Program Grant in the amount of \$42,887 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). This additional sub-allocation brings the revised grant award total to \$114,885 and extends the performance period to June 30, 2016. 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:04140140c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: September 2013	
Grant Award Title: Tobacco Industry Manipulation Exposed (TIME) Project		Grant Amount: \$42,877 Prior Grant Award(s): \$72,008	
Awarding Agency: California Department of Education			
Grant Agreement Number/Reference:	Performance Start Date: 07/01/12	Performance End Date: 06/30/16	
Purpose: The City Attorney's Office requests authority to accept supplemental grant funding in the amount of \$42,877 from the California Department of Education for the Tobacco Industry Manipulation Exposed Project. The grant provides funding for City Attorney staff to develop an anti-tobacco youth prevention campaign for students in the Los Angeles Unified School District (LAUSD) for the period of July 1, 2012 to June 30, 2016.			

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

On October 9, 2012, the Council authorized the City Attorney's Office to accept grant funding in the amount of \$39,230 for the Tobacco Industry Manipulation Exposed (TIME) Project (C.F. 12-1407). On February 11, 2014, the Council authorized the City Attorney's Office to accept supplemental grant funding for the TIME Project in the amount of \$32,778, which increased the total grant award from \$39,230 to \$72,008. The City Attorney's Office requests to accept a second supplemental grant award in the amount of \$42,877, which increases the total grant award from \$72,008 to \$114,885. The second supplemental grant funding extends the grant performance period end date to June 30, 2016. Funding for the TIME Project originates from the California Department of Education. The Los Angeles Unified School District (LAUSD) received the grant funds and in turn awarded the grant funds 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, which includes raising awareness on illegal tobacco sales to minors and point of purchase policies. The supplemental grant funding will reimburse the City Attorney's Office for the following: \$13,919 in salaries for two City Attorney Administrative Coordinator positions, \$5,110 in fringe benefits, \$1,801 in central services and department administration costs, and \$22,047 in expenses, including materials distributed to students at school health fairs. 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 amend the grant award for the Tobacco Industry Manipulation Exposed (TIME) Project by \$42,877, from \$72,008 to \$114,885 for the grant performance period of July 1, 2012 to June 30, 2016;
2. Approve and authorize the City Attorney or his designee to execute the sub-allocation grant award amendment for 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, 2016, subject to the approval of the City Attorney as to form and legality;
3. Authorize the City Attorney or his designee to accept the amended grant award in the amount of \$114,885 for the TIME Project for the period of July 1, 2012 to June 30, 2016;
4. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$42,877;
 - b. Increase appropriation Account 12J641, FY 12-13 TIME by \$42,877;
 - c. Transfer up to \$20,830 from Fund 368, Department 12, Account 12J641, FY 12-13 TIME to Fund 100, Department 12, Revenue Source Code 5301, Reimbursements from Other Funds/Depts, upon receipt of grant funds; 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.

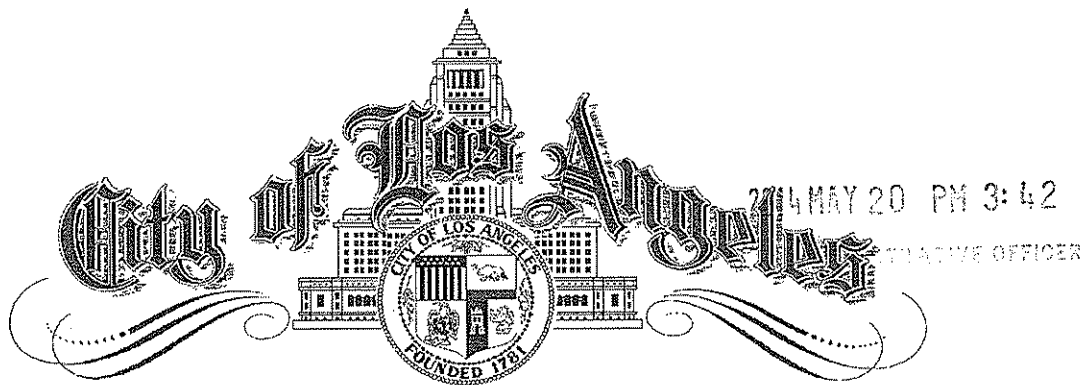
12. Fiscal Impact Statement

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 Tobacco Industry Manipulation Exposed (TIME) Project is \$114,885, which consists of \$72,008 in previously accepted grant funding and \$42,877 in second supplemental grant funding. Funding is provided by the Los Angeles Unified School District (LAUSD) for salaries, 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.

 CAO Analyst	 Chief	 CAO/Assistant CAO	 Date
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MICHAEL N. FEUER
CITY ATTORNEY

April 4, 2014

The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Cary Gross

The Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Holly Wolcott

Re: Acceptance of Sub-Allocation Grant Funding for the Tobacco Industry Manipulation Exposed Project (C.F. #12-1407)

Contact Persons: Michiko M. Reyes (213) 978-7020
Nora Manzanilla (213) 978-7742

Dear Mayor Garcetti and City Council Members:

The City Attorney's Office is transmitting a second supplemental revision to the Tobacco Industry Manipulation Exposed (T.I.M.E.) grant award, which modifies the first supplemental grant award from \$72,008 to \$114,885. This will enable the City Attorney's Office to maintain tobacco outreach and awareness services to Los Angeles Unified School District (LAUSD) teachers and parents through June 30, 2016. Funding originates from the California Department of Education, whereby LAUSD is the prime recipient of grant funding and the City Attorney's Office is a sub-recipient.

As a result of the initial grant funding, the City Attorney's Office established T.I.M.E. in 2012 to increase the capacities of LAUSD teachers and parents to address tobacco use among minors. Goals included raising awareness regarding illegal tobacco sales to minors, access laws, point of purchase policies, signage ordinances, and the manipulation of teens to become "replacement" smokers by the tobacco industry. T.I.M.E. has become an essential component of California's overall tobacco control and prevention strategy to protect the health of its residents, particularly its vulnerable youths. Supplemental funding will extend services performed under T.I.M.E. through September 30, 2016.

IT IS THEREFORE REQUESTED that the City Council and the Mayor:

1. **AUTHORIZE** the City Attorney or his designee to **AMEND** the grant award amount from \$72,008 to \$114,885 for the T.I.M.E. Project for the period of July 1, 2012 through June 30, 2016.

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The Honorable Mayor Garcetti
The Los Angeles City Council
April 4, 2014
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2. **AUTHORIZE** the City Attorney or his designee to **APPROVE** the accompanying sub-allocation grant award amendment between the City and Los Angeles Unified School District and authorize the City Attorney or his designee to **EXECUTE** said grant award amendment on behalf of the City, subject to the approval of the City Attorney as to form and legality.
3. **AUTHORIZE** the City Attorney or his designee to **ACCEPT** the amended grant award in the amount of \$114,885 for funding the T.I.M.E. Project for the period of July 1, 2012 through June 30, 2016.
4. **AUTHORIZE** the Controller to:
 - a. **ESTABLISH** a receivable in the amount of \$42,877 within Fund 368, Department 12.
 - b. Increase appropriation within Fund 368, Department 12, Account No. 12J641, FY 12-13 TIME by \$42,877.
 - c. **TRANSFER** up to \$20,830 from Fund 368, Department 12, Account 12J641 FY 12-13 TIME to Fund 100, Department 12, Revenue Source No. 5301, Reimbursements from other funds, upon receipt of grant funds.
5. **AUTHORIZE** the Office of the City Attorney to **PREPARE** Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

Thank you for your consideration to this matter.

Sincerely,


Leela Kapur
Chief of Staff

cc: Miguel Santana, CAO
Maria Raissa Corrella, CAO
Michiko Reyes, City Attorney
Nora Manzanilla, City Attorney

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department				
This Grant Award is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input checked="" type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Nora Manzanilla		E-Mail: nora.manzanilla@lacity.org		Phone: 213-978-8100
Department/Bureau/Agency: City Attorney				Date: 04/04/14
Grant Information				
Name of Grantor: California Department of Education			Pass Through Agency: Los Angeles Unified School District	
Grant Program Title: Tobacco Industry Manipulation - Exposed (T.I.M.E.)			Notification of Award Date: 09/13	
Funding Source (Public or Private): <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Other	Grant Type: <input type="checkbox"/> Formula/Block <input checked="" 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 # _____ 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: _____				
Fiscal Information:	Awarded Funds \$42,877	Match/In-Kind Funds \$	Additional/Leveraged Funds \$	Total Project Budget \$
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	57,877			
Fringe Benefits	21,247			
Indirect	7,489			
Equipment				
Materials/Supplies	13,603			
Travel				
Contractual Services				
Other	6,669			Car usage
	8,000			Health fair support
Total:	114,885			
Approved Project				
Descriptive Title of Funded Project: Tobacco Industry Manipulation Exposed				
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/13 End: 06/30/16		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 Unified School District				
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.				
This 2nd supplemental relates to a \$1,999,301 grant award by the California Department of Education to the Los Angeles Unified School District (LAUSD) to prevent, reduce, and eliminate the use of tobacco through LAUSD's Tobacco Use Prevention Education Program. As a sub-recipient, the City Attorney's Office has carried out grant performance goals related to raising awareness and capabilities of teachers and parents to address tobacco use, including illegal sales of tobacco products to minors in and around schools, in addition to health risks associated with smoking..				
The 2nd supplemental grant award totals \$35,941.59 to expand the program through 2016, which will provide reimbursement funding for curriculum development, train-the-trainer sessions for LAUSD teachers and staff, programmatic visits, parent outreach sessions, city vehicle usage, support for a health fair, and overhead.				

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.

There is no negative General Fund impact.

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:
MC Molitor

Department Head Signature:



Date:
4/4/2014

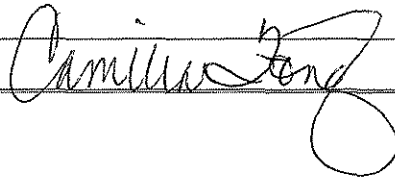
FOR CAO USE ONLY

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:

6/5/14

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

Grant Name: Tobacco Manipulation Exposed (T.I.M.E.)		Additional Costs**			Department:			
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments		
Salaries								
1010 Salaries General								
1020 Salaries Grant Reimbursed		57,877			57,877			
1070 Salaries As Needed								
1090 Overtime								
Salaries Total:		\$ 57,877			\$ 57,877			
Related Costs*								
	CAP Rate							
Fringe Benefits	36.71%	21,247			21,247			
Indirects	12.94%	7,489			7,489			
Related Costs Total:		\$ 28,736			\$ 28,736			
Expense								
2120 Printing & Binding								
2130 Travel								
3040 Contractual Services								
3310 Transportation		6,669			6,669			
4160 Governmental Meetings								
6010 Office Supplies								
6020 Operating Supplies		13,603			13,603			
7300 Equipment								
Overhead								
Other		8,000			8,000			
Expenses Total:		28,272			28,272			
Grand Total:		\$ 114,885	\$ -	\$ -	\$ 114,885			
	*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.							

