

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0069

Date: October 17, 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 – GRANT ACCEPTANCE PACKET FOR CALIFORNIA OFFICE OF EMERGENCY SERVICES (CAL OES), 2014-15 VICTIM ASSISTANCE PROGRAM (VAP) SUB-AWARD THROUGH LOS ANGELES COUNTY**

Attached is the Grant Acceptance Packet for the 2014-15 Victim Assistance Program Sub-award in the amount of \$993,333 received by the City Attorney's Office. This grants funds victim advocates and administrative support staff to provide services to victims of crime and survivors of homicide victims including crisis intervention, resource and referral assistance, filing claims, applying for restitution or funeral arrangements. 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
- Sub-Award Agreement with the Office of the District Attorney, Los Angeles County

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:04150017c

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

Recipient City Department: The Office of the City Attorney		Award Notification Date: June 2014	
Grant Award Title: Victim Assistance Program		Grant Amount: \$993,333 Prior Grant Award(s): \$962,338	
Awarding Agency: Los Angeles County			
Grant Agreement Number/Reference:	Performance Start Date: 07/01/14	Performance End Date: 06/30/15	
Purpose: The Office of the City Attorney is requesting authority to accept grant funding from the County of Los Angeles for the Victim Assistance Program (VAP). Funding in the amount of \$993,333 will provide for the continuation of victim services from July 1, 2014 to June 30, 2015.			

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 Office of the City Attorney is requesting approval to accept \$993,333 in grant funding for the 35th year of the Victim Assistance Program (VAP). The California Governor's Office of Emergency Services (Cal OES) awarded the County of Los Angeles \$3,973,333 to provide victim-witness services. \$993,333 will be awarded by the County of Los Angeles to the City Attorney's Office for the grant period of July 1, 2014 to June 30, 2015.

The total cost of the program is \$1,303,634, of which \$993,333 will be reimbursed to the General Fund as follows: \$738,989 in salaries, \$241,423 in fringe benefits, and \$12,921 in expenses. The remaining cost of \$310,301 is the City's contribution for related costs (central services and department administration). The grant guidelines require a match from the City in the amount of \$159,250, which the City will meet through payment of related costs. Note that these amounts have been updated since the City Attorney's Office submitted the transmittal dated July 14, 2014.

Grant funding will provide for salaries, operating expenses and fringe benefits for 11 regular authority positions (nine full-time victim advocates and two administrative support positions). Staff provides services to victims of crime and survivors of homicide victims including crisis intervention, resource and referral assistance, assistance with victim of crime claims, restitution assistance, and funeral arrangements. The victim advocates are assigned to Los Angeles Police Department (LAPD) divisions and City Attorney branch offices. According to the City Attorney's Office, 7,429 new victims received services in 2013-14.

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.

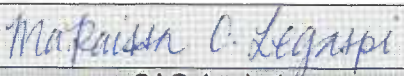
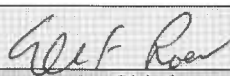

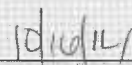
That the Council, subject to the approval of the Mayor:

1. Approve and authorize the City Attorney or his designee to execute the contract between the City and the County of Los Angeles in the amount of \$993,333 for the period of July 1, 2014 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 \$993,333 from the County of Los Angeles;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$993,333 from the County of Los Angeles;
 - b. Establish the following appropriation account within Fund 368 as follows:
 Account 12L301 - FY 14-15 Victim Assistance Program - \$993,333
4. Transfer up to \$980,412 from Fund 368, Department 12, Account 12L301 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 Victim Assistance Program is \$1,303,634, of which \$993,333 will be reimbursed by the County of Los Angeles for salaries, operating expenses, and fringe benefits. The General Fund impact will be \$310,301 in related costs for central services and department administration. The acceptance of the use of the grant funds 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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City Council
July 14, 2014
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operating expenses, and a victim emergency fund. Specially trained personnel are assigned to one of ten field offices throughout the City of Los Angeles, including eight Los Angeles Police Department (LAPD) divisions and two branches of the Los Angeles City Attorney's Office. VAP also utilizes community agencies and volunteer student interns to provide support services. All victim advocates meet the minimum standard entry-level victim advocate qualifications and have completed the required state curriculum training for entry and advanced level victim advocates.

The County of Los Angeles has been awarded \$ 3,973,333 from the State and has confirmed its intent to make \$ 993,333 available to the City as a sub-recipient for the continued operation of VAP for FY 2014-15.

The total cost to the City Attorney's Office to administer VAP is \$ 993,333. The City will be reimbursed by the County of Los Angeles with moneys received from the Cal OES. Grant funds will be used as follows:

- Salary \$ 725,760
- Fringe Benefits \$ 266,427
- Operating Expenses \$ 1,146

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

1. Authorize the City Attorney or designee to **APPROVE** the contract between the City and County in the amount of \$ 993,333 for the period of July 1, 2014 to June 30, 2015.
2. Authorize the City Attorney or designee to **ACCEPT** the funding in the amount of \$ 993,333 from the County of Los Angeles.
3. Authorize the City Attorney or designee to **EXECUTE** said contract, subject to the approval of the Office of the City Attorney as to form and legality.
4. That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to:
 - a. Establish a receivable in the amount of \$ 993,333 from the County of Los Angeles;

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5. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

Thank you for your consideration in this matter.

Very truly yours,


Leela Kapur
Chief of Staff

cc: Michiko M. Reyes
Derek Tennell
Kathy Colobong
Maria Legaspi - CAO

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 checked="" type="checkbox"/> Sub-Allocation					
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808	
Project Manager: Derek Tennell		E-Mail: derek.tennell@lacity.org		Phone: 213-978-2177	
Department/Bureau/Agency: City Attorney			Date: 07/08/2014		
Grant Information					
Name of Grantor: CalOES			Pass Through Agency: LA County District Attorney		
Grant Program Title: Victim Assistance Program (VAP)			Notification of Award Date: June, 2014		
Funding Source (Public or Private): <input checked="" 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 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 # C.F. No. 07-1232				eCivis ID# _____	
Match Requirement: <input type="checkbox"/> None <input type="checkbox"/> Recommended <input type="checkbox"/> Mandatory Amount = _____ % Match					
Match Type: <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind Identify Source of Match: <u>General fund</u>					
Fiscal Information:		Awarded Funds \$993,333	Match/In-Kind Funds \$159,250	Additional/Leveraged Funds \$151,051	Total Project Budget \$1,303,634
Approved Grant Budget Summary:					
Category	Awarded	Match	Additional	Explanation	
Personnel					
Salaries	738,989				
Fringe Benefits	241,423				
Indirect		159,250	151,051		
Equipment					
Materials/Supplies	8,421				
Travel	2,000				
Contractual Services					
Other	2,500			Victim emergency fund	
Total:	993,333	159,250	151,051		
Approved Project					
Descriptive Title of Funded Project: Victim Assistance Program					
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/14 End: 06/30/15			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 County 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 County of Los Angeles has been awarded \$3,973,333 from the State of California and has confirmed its intent to make \$993,333 available to the City as a sub-recipient, which will provide funding for the 35 th year of operation of the City Attorney's Victim Assistance Program (VAP). VAP provides services to victims of crime and survivors of homicide victims. Grant funds pay for the salaries of eleven employees (including nine full-time victim advocates). VAP staff is assigned to offices located in Los Angeles Police Department (LAPD) divisions or City Attorney branch offices.					

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 cost of VAP is \$1,303,634 as detailed on the attached budget. The grant funds total \$993,333 and will be reimbursed by the County of Los Angeles with moneys received from the CalOES. Grant funds will be used as follows: Salary - \$738,989; Fringe Benefits - \$241,423; and Operating Expenses - \$12,921. The General Fund will contribute \$310,301.

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 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:

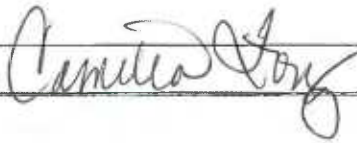
FOR CAO USE ONLY

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:

10/10/14

