

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0084

Date: June 6, 2018

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
Sharon Dickinson, City Clerk's OfficeFrom:  Richard H. Llewellyn, Jr., City Administrative Officer Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET THREE YEAR FUNDING (JULY 1, 2018 – JUNE 30, 2021) 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 and Government Claims Board, Joint Powers of Verification Unit (JPVU) Sub-award in the amount of \$772,076 received by the City Attorney's Office. This represents the first year of a three year funding cycle (July 1, 2018 through June 30, 2021) for the performance period of July 1, 2018 through June 30, 2019. The JPVU program assists victims with obtaining restitution for financial losses resulting from criminal acts. 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

RHL:ACA:CLF:04180136c

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 2018	
Grant Award Title: Joint Powers of Verification Unit		Grant Amount: \$772,076 Prior Grant Award(s): \$772,076	
Awarding Agency: California State Victim Compensation and Government Claims Board			
Grant Agreement Number/Reference: 14-1503		Performance Start Date: July 1, 2018	Performance End Date: June 30, 2019
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 \$772,076 will provide reimbursement for staff conducting claims verifications from July 1, 2018 to June 30, 2019.			

Checklist for Grant Acceptance:		Yes	No	N/A	Comments
1. Authority for Grant Acceptance					
<input type="checkbox"/>	• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review					
<input type="checkbox"/>	• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
<input type="checkbox"/>	• Additional Funds requested		X		() Submit to CAO for review
3. Charter Section 1022 Determination					
<input type="checkbox"/>	• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts					
<input type="checkbox"/>	• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
<input type="checkbox"/>	• 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					
<input type="checkbox"/>	• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations					
<input type="checkbox"/>	• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up					
<input type="checkbox"/>	• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification					
<input type="checkbox"/>	• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis					
<input type="checkbox"/>	• 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 \$772,076 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 \$9,264,912 for a three-year grant from July 1, 2018 to June 30, 2021. The County awarded \$2,316,228, or \$772,076 annually, to the City as a subrecipient. This request to accept \$772,076 in grant funding pertains to the annual award of \$772,076 for the first year of the grant program, from July 1, 2018 to June 30, 2019.

The total cost of the program is \$896,355, of which \$772,076 will be reimbursed to the General Fund as follows: \$493,561 in direct salaries; \$194,809 in fringe benefits; \$2,171 in operating expenses; and, \$81,535 in contractual services. There is no required match for this grant; however, the City will be required to contribute \$124,279 in central services and department administration costs. No additional General Fund appropriations are necessary.

Grant funding will provide for salaries, fringe benefits, and operating expenses for eight positions, consisting of one Administrative Coordinator IV; one Administrative Coordinator I; one Legal Clerk I; and five Witness Service Coordinators. These positions will assist victims of crime in submitting and verifying claims for unreimbursed financial losses. According to the City Attorney's Office, approximately 2,671 new claims were processed from July 1, 2017 through March 31, 2018 and expects the total continuing claims for medical/mental health expenses, loss of support, wage loss, and moving/relocation expenses processed in FY 2017-18 to exceed FY 2016-17 totals. No additional position authorities are requested as these positions are authorized through the 2017-18 Personnel Authority Resolution.

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 designee to accept and execute the grant award agreement in the amount of \$772,076 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2018 to June 30, 2019;
2. Accept the funding in the amount of \$772,076 from the California Victim Compensation and Government Claims Board and the County of Los Angeles;
3. Authorize the Controller to:
 - a. Establish a receivable from the County of Los Angeles in the amount of \$772,076;
 - b. Establish the following appropriation account within Fund 368, Department 12:
Account 125P01 - Joint Powers Verification Unit - \$772,076;
 - c. Transfer \$493,561 from Fund 368, Department 12, Account 12P501 to Fund 100, Department 12, Account 001010, Salaries, General;
 - d. Upon receipt of grant funds, transfer up to \$194,809 from Fund 368, Department 12, Account 12P501 to Fund 100, Department 12, Account 5361, Related Cost Reimbursements-Other Funds; and,
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 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 \$896,355, of which \$772,076 will be reimbursed by the County of Los Angeles for salaries, fringe benefits, and operating expenses. The General Fund impact will be \$124,279 in central services and department administration costs. The acceptance of the grant award is consistent with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from the continuation of the grant.

Doc. No. 04180136

<i>SFA AM SCL</i> CAO Analyst	<i>Art R...</i> Chief	<i>Michael Chang</i> CAO/Assistant CAO	<i>06/06/18</i> Date
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MICHAEL N. FEUER
City Attorney

May 23, 2018

The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Pamela Finley

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

**Re: Joint Powers of Verification Unit (JPVU) Grant for Fiscal Year 2018-2019
Council File #14-1503-S1 and Council File #14-1503-S3**

Contact persons: Michiko Reyes Tel. 213 978-7020
Derek Tennell Tel. 213 978-4518

Dear Mayor Garcetti and Honorable Members of City Council:

The Los Angeles City Attorney's Office is requesting approval to accept funding for the City Attorney's Joint Powers of Verification Unit totaling \$772,076. Council previously accepted a three year grant award (July 1, 2015 to June 30, 2018 – Council File #14-1503-S1 and Council File #14-1503-S3) to maintain the operations of this unit to provide claims verification for victims. 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. A renewal contract agreement will extend the operations of the Office of the City Attorney Joint Powers of Verification in providing claim verification from July 1, 2018 to June 30, 2021.

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 payment for unreimbursed losses directly resulting from a crime.

In FY 2016-17 (July, 1 2016 through June 30, 2017), the Joint Power Claims Verification Unit reported processing approximately 3,120 new claims for bills related to medical/mental health expenses, loss of support, wage loss, funeral/burial and/or moving/relocation

expenses for ongoing claims previously processed. The value of the FY 2016-17 claims processed exceeded \$3.7 million.

Currently, the Joint Powers Claims Verification Unit already reported receiving 2,671 new claims during the first nine months of FY 2017-18 (July 1, 2017 through March 31, 2018). The total number of new and continuation claims and bills for medical/mental health expenses, loss of support, wage loss, and moving/relocation expenses is expected to exceed last year's (FY 2016-17) totals.

The total cost for FY 2018-19 is \$896,355 of which \$772,076 is reimbursed by the County of Los Angeles. The grant funds are detailed as follows:

- Salary Expenses \$493,561
- Fringe Benefits \$194,809
- Operating Expenses \$ 2,171
- Contractual Service \$ 81,535

The General Fund contribution is \$124,279¹ for related indirect cost (Central Service and Department Administration) not reimbursed from the grant.

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 accept and execute the grant award agreement in the amount of \$772,076 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2018 to June 30, 2019.
2. **Accept** the funding in the amount of \$772,076 from the State Victim Compensation and Government Claims Board and the County of Los Angeles.
3. **AUTHORIZE** the Controller to:
 - a. Establish a receivable from the County of Los Angeles in the amount of \$772,076.
 - b. Establish the following appropriation account within Fund No. 368/12:
Account No. 12P501 – Joint Powers Verification Unit - \$772,076
 - c. Transfer \$493,561 from Fund 368/12, Account No. 12P501 to Fund 100/12, Account 001010 – Salaries, General.
 - d. Transfer, upon receipt of grant funds, up to \$194,809 from Fund 368/12, Account No. 12P501 to Fund No. 100/12, Revenue Source 5361 – Related cost reimbursements – Other funds.

¹ The General Fund contribution for FY 18-19 was reduced from \$226,007 to \$124,279 to reflect the current CAP 38 rates for Department Administration and Central Services.

May 23, 2018

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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.

Thank you for your consideration in this matter. If you or your staff should have any questions or need any further information, please contact Derek Tennell at (213) 978-4518 or Michiko Reyes at (213) 978-7020.

Sincerely,



Leela Kapur
Chief of Staff

cc: Sharon Lee, CAO
Michiko M. Reyes, City Attorney
Derek Tennell, 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: Derek Tennell		E-Mail: Derek.Tennell@lacity.org		Phone: 213-978-4518
Department/Bureau/Agency: City Attorney			Date: May, 2018	
Grant Information				
Name of Grantor: 7California 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 # 14-1503 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 \$772,076	Match/In-Kind Funds \$	Additional/Leveraged Funds \$124,279	Total Project Budget \$896,355
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	493,561			
Fringe Benefits	194,809			
Indirect			124,279	CAP 38 Related Cost
Equipment				
Materials/Supplies	2,171			
Travel	0			
Contractual Services	81,535			
Other				
Total:	772,076		124,279	
Approved Project				
Descriptive Title of Funded Project: Joint Powers of Verification Unit				
Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/2018 End: 06/30/2019			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 \$772,076 available to the City for the continued operation of the Joint Powers of Verification Unit for the fiscal year 2018-19. 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 \$896,355 of which \$772,076 will be reimbursed by the County of Los Angeles. There is no cash match requirement. The General Fund contribution is \$124,279 for related indirect costs (Central Services and Department Administration) not reimbursed from the grant. The general fund contribution was included in the adopted FY 2018-19 budget. No new contribution will occur.

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 Molidor

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:

Camilla Lopez

Date:

6/1/18

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

Grant Name: Joint Powers of Verification Unit		Department:			Comments
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	
Salaries					
1010 Salaries General		493,561			493,561
1020 Salaries Grant Reimbursed		-			-
1070 Salaries As Needed					-
1090 Overtime					-
Salaries Total:		493,561	-	-	493,561
Related Costs*					
	CAP Rate 38				
Fringe Benefits	39.47%	194,809			194,809
Department Administration	15.01%		74,084		74,084
Central Services	10.17%	-	50,195		50,195
Related Costs Total:		194,809	124,279	-	319,088
Expense					
2120 Printing & Binding					-
2130 Travel					-
3040 Contractual Services		81,535			81,535.00
3310 Transportation					-
4160 Governmental Meetings					-
6010 Office Supplies		900			900.00
6020 Operating Supplies					-
7300 Equipment Rental		1,271			1,271.00
Expenses Total:		83,706	-	-	83,706
Grand Total:		772,076	124,279	-	896,355
*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.					

