

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02077-0005

Date: December 6, 2024

To: The Mayor  
The CouncilAttn: Thomas Arechiga, Legislative Coordinator, Mayor's Office  
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: *Ylenda Chaniz*  
for Matthew W. Szabo, City Administrative OfficerSubject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT  
ACCEPTANCE PACKET FOR THE FISCAL YEAR 2024-25 CALIFORNIA  
OFFICE OF TRAFFIC SAFETY GRANT AWARD FOR THE ALCOHOL AND  
DRUG IMPAIRED DRIVING VERTICAL PROSECUTION PROGRAM**

Attached is the Grant Acceptance Packet (Packet) for the California Office of Traffic Safety (OTS) General grant award in the amount of \$1,263,546 for the period from October 1, 2024 through September 30, 2025, for the City Attorney's Alcohol and Drug Impaired Driving Vertical Prosecution Program. There is no match required for this grant.

The City Attorney's Alcohol and Drug Impaired Driving Vertical Prosecution Program is dedicated to the prosecution of those driving under the influence of alcohol or drugs within the City. The 2024-25 grant award of \$1,263,546 will provide \$775,944 for one Deputy City Attorney III, one Deputy City Attorney II, two Deputy City Attorney I, and one Administrative Coordinator I, along with \$469,600 in related costs. The balance of funding will provide \$10,002 for travel expenses, and \$8,000 for contractual services.

As a participant in the Phase II eCivis Grants Management Program, the City Attorney's Office submitted the packet for review and analysis by the Office of the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO Analyst. In accordance with the approved procedures for the Grants Management Program, this Office reviewed the Packet for completeness, conducted a concise analysis, and prepared a Fiscal Impact Statement. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Grant Agreement

If you have any questions regarding the Grant Acceptance Packet, please contact Luis Miguel Sayo at (213) 978-7627.

MWS:LMS:04250045

Attachments

**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> August 16, 2024	
<b>Grant Award Title:</b> Fiscal Year 2024-25 California Office of Traffic Safety Grant Award		<b>Grant Amount:</b> \$1,263,546 Prior Grant Award(s): \$1,069,928	
<b>Awarding Agency:</b> National Institute of Traffic and Highway Safety Agency			
<b>Grant Agreement Number/Reference:</b> DI25005/C.F. 24-0974	<b>Performance Start Date:</b> October 1, 2024	<b>Performance End Date:</b> September 30, 2025	
Purpose: The Office of the City Attorney requests authority to accept the grant award of \$1,263,546 for the Fiscal Year 2024-25 California Office of Traffic Safety Grant for the Alcohol and Drug Impaired Driving Vertical Prosecution Program with a performance period from October 1, 2024 to September 30, 2025. Funding will support the City's prosecution of individuals who drive under the influence of alcohol or drugs. The total program cost is \$1,263,546 and will be fully reimbursed by the grant award.			

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

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

<b>9. Fiscal Impact Analysis</b>					
	<ul style="list-style-type: none"> <li>Department has submitted Fiscal Impact Statement</li> </ul>	X			( ) Submit to CAO for review and determination
<b>10. Grant Award Summary</b>					
<p>The Office of the City Attorney requests approval to accept the Fiscal Year 2024-25 California Office of Traffic Safety (OTS) Grant award of \$1,263,546 to support the Alcohol and Drug Impaired Driving Vertical Prosecution Program. Grant funding is awarded by the California Office of Traffic Safety, which serves as the pass-through agency for the National Highway Traffic Safety Administration. The grant performance period is from October 1, 2024 through September 30, 2025. There is no match requirement. This is the eleventh year the City Attorney's Office has been awarded this grant.</p> <p>This Program is dedicated to the prosecution of individuals who drive impaired by alcohol or drugs. The City Attorney's prosecution team will oversee cases vertically, meaning prosecutors will handle cases throughout each step of the criminal justice process. Prosecution team members will work to increase the capabilities of the team and the office by obtaining and delivering specialized training. Team members will share information with peers and law enforcement personnel throughout the county and across the state. The Los Angeles City Attorney's Office will accomplish these objectives as a means to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.</p>					
<b>11. Recommendations</b>					
<p>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.</p> <p>That the Council, subject to the approval of the Mayor:</p> <ol style="list-style-type: none"> <li>1. Authorize the City Attorney or designee to accept the accompanying grant award in the amount of \$1,263,546 between the California Office of the Traffic Safety and the City Attorney's Office; and authorize the City Attorney or designee to: <ol style="list-style-type: none"> <li>a. accept the grant award in the amount of \$1,263,546 to support the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the period of October 1, 2024 to September 30, 2025;</li> <li>b. negotiate and execute the grant agreement, subject to the approval of the City Attorney;</li> </ol> </li> <li>2. Authorize the Controller to: <ol style="list-style-type: none"> <li>a. Establish a receivable within Fund No. 368, Department No. 12 in the amount of \$1,263,546 from the Office of Traffic Safety;</li> <li>b. Establish Appropriation Account No. 12A231, Impaired Driving Prosecution, in the amount of \$1,263,546;</li> <li>c. Transfer \$581,958 from Fund No. 368, Department No. 12, Account No. 12A231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Account No. 001010 - Salaries General, as reimbursement for City Attorney salary expenses;</li> <li>d. Upon receipt of grant reimbursements and approval of expenses, transfer up to \$469,600 from Fund No. 368, Department No. 12, Account No. 12A231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Revenue Source Code 5346, Related Cost Reimbursement – Grants, to reimburse fringe benefits and related costs during the grant period;</li> </ol> </li> <li>3. Authorize the City Council to instruct the City Clerk to place on the agenda for the first regular Council meeting on July 1, 2025, or shortly thereafter, the following action relative to the California Office of the Traffic Safety Grant Program: <p>"That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$193,986 from Fund No. 368, Department No. 12, Account No. 12A231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Account No. 001010, Salaries General as reimbursement for City Attorney salary expenses of the five (5) resolution authorities"; and,</p> </li> </ol> <p><i>(Recommendations continued on Page 3)</i></p>					

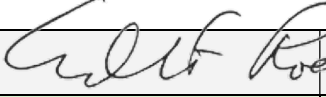

OFFICE OF THE CITY ADMINISTRATIVE OFFICER  
Review of Grant Award and Acceptance Determination

**12. Fiscal Impact Statement**

(X) 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 program cost of the Fiscal Year 2024-25 Alcohol and Drug Impaired Driving Vertical Prosecution Program is \$1,263,546 of which will be fully reimbursed by the California Office of Traffic Safety (OTS) Grant funding.

*(Fiscal Impact Statement continued on Page 3)*

Luis Miguel Sayo			12/06/2024
<b>CAO Analyst</b>	<b>Chief</b>	<b>CAO/Assistant CAO</b>	<b>Date</b>

**10. Grant Award Summary** (Continued from Page 2)

The program's total cost is \$1,263,546, which is fully reimbursed by the grant as follows: \$775,944 for salary costs; \$469,600 for related costs; \$10,002 for travel expenses; and \$8,000 for contractual services. Grant funding for salaries and related costs will fully support five existing positions as follows: one Deputy City Attorney III, one Deputy City Attorney II, two Deputy City Attorney I, and one Administrative Coordinator I. There is no match requirement. No General Fund appropriation is required at this time.

**11. Recommendations** (Continued from Page 2)

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** (Continued from Page 2)

The City's Financial Policies require that the City pursue Federal, State, and private grants, but strictly limit the financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report are in compliance with the City's Financial Policies in that proposed funding is balanced against grant revenue approved by Council actions and from Federal and State grant receipts. All funding is subject to the availability of grant funds and determinations by Mayor and Council.

Accepting the grant and approving the recommendations in this report are in compliance with the City's Financial Policies as the grant funds are fully reimbursing the General Fund for grant eligible activities.