

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

0130-02071-0015

Date: June 18, 2024

To: The Mayor  
The Council

Attn: Heleen Ramirez, Legislative Coordinator, Mayor's Office  
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: *Yolanda Chanis*  
for Matthew W. Szabo, City Administrative Officer

Subject: **PHASE II E-CIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE FISCAL YEAR 2024 LOS ANGELES COUNTY VICTIM SERVICES (XC) PROGRAM GRANT AWARD**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$1,340,054 from the California Governor's Office of Emergency Services (Cal OES) for the period from January 1, 2024 through December 31, 2024 for the Fiscal Year (FY) 2024 Los Angeles County Victim Services (XC) Program. There is no match requirement for this grant.

The grant funding will support the continued operation of the XC Program to address gaps in victim services/needs assessed by the Victim Services Steering Committee composed of local stakeholders. The grant funding of \$1,340,054 will provide \$494,454 for partial funding for one City Attorney Administrative Coordinator III and one City Attorney Administrative Coordinator IV, and full funding for six full-time Witness Service Coordinators. The remaining grant funds will provide \$215,483 for fringe benefits, \$606,000 for three subrecipient contracts (\$202,000 each contract), and \$18,717 for operating expenses.

The total cost of the XC Program is \$1,423,815 and consists of \$1,340,054 in grant funds and \$83,761 in related costs not covered by the grant but to be absorbed through department salary savings. There is no additional impact on the General Fund.

As a participant in the Grants Pilot Program, the City Attorney's Office submitted the Packet for review and analysis by the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO analyst. 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

Should you have any questions regarding the Packet, please contact Ed Roes at (213) 978-7623.

MWS:EFR:04240158

Attachment

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

|  |   |  |
|--|---|--|
| <b>Recipient City Department:</b><br>Office of the City Attorney   |   | <b>Award Notification Date:</b><br>January 1, 2024                           |
| <b>Grant Award Title:</b><br>Fiscal Year 2024 County Victim Services (XC) Program  |   | <b>Grant Amount:</b> \$1,343,054<br><b>Prior Grant Award(s):</b> \$1,346,620 |
| <b>Awarding Agency:</b><br>County of Los Angeles   |   |  |
| <b>Grant Agreement Number/Reference:</b><br>C.F. 16-1189-S4  | <b>Performance Start Date:</b><br>January 1, 2024 | <b>Performance End Date:</b><br>December 31, 2024                            |
| <p><b>Purpose:</b> The Office of the City Attorney requests authority to accept the grant award of \$1,343,054 from the California Governor's Office of Emergency Services (Cal OES) for the Fiscal Year 2024 Los Angeles County Victim Services (XC) Program for a grant performance period of January 1, 2024 through December 31, 2024.</p> <p>The total program cost of \$1,423,815 consists of \$1,343,054 in grant funds and \$83,761 in related costs not covered by the grant, but will be absorbed through department salary savings. There is no match requirement for this grant.</p> |   |  |

| <b>Checklist for Grant Acceptance:</b>   | Yes | No | N/A | Comments  |
|--|-----|----|-----|---|
| <b>1. Authority for Grant Acceptance</b>   |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Department requests acceptance of the Grant</li> </ul>  | X   |    |     | ( ) Terms/Conditions outlined in Award Notice/Grantor Agreement   |
| <b>2. Match Requirement Review</b>   |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Match Sources Identification completed</li> </ul>   |     |    | X   | ( ) Obtain match requirements from Award Notice/Grantor Agreement |
| <ul style="list-style-type: none"> <li>• Additional Funds requested</li> </ul>   |     | X  |     | ( ) Submit to CAO for review                                      |
| <b>3. Charter Section 1022 Determination</b>   |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Charter Section 1022 findings completed</li> </ul>  |     |    | X   | ( ) Submit to CAO for review and determination                    |
| <b>4. Provisions for Grant-Funded Contracts</b>  |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Standard and Grantor Provisions or equivalent language is included</li> </ul>   |     |    | X   | ( ) Incorporate Provisions or Language into proposed agreement    |
| <ul style="list-style-type: none"> <li>• Pro Forma Agreement<br/>RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul> |     |    | X   | ( ) Submit to City Attorney for review and approval; copy to CAO  |
| <b>5. Personnel Authorities</b>  |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Department has submitted a request for position(s)</li> </ul>   |     | X  |     | ( ) Review documents and make determination                       |
| <b>6. Grant Implementation Recommendations</b>   |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Department has submitted grant implementation instructions</li> </ul>   | X   |    |     | ( ) Submit to CAO for review                                      |
| <b>7. Controller Instructions for Fund/Accounts Set-Up</b>   |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Department has requested Funds/Accounts Set-up</li> </ul>   | X   |    |     |   |
| <b>8. Governing Body Resolution/Certification</b>  |     |    |     |   |
| <ul style="list-style-type: none"> <li>• Department has submitted Resolution/Certification</li> </ul>  |     |    | X   | ( ) Submit to CAO and City Attorney for review                    |
| <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>   |     |    |     |   |

**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

Review of Grant Award and Acceptance Determination

The Office of the City Attorney requests approval to accept the Fiscal Year 2024 (FY24) Los Angeles County XC Program Grant in the amount of \$1,340,054 from the Cal OES for a grant performance period of January 1, 2024 through December 31, 2024. Funding for the XC Program Grant is provided through the Federal Victims of Crime Act funds, with the Cal OES serving as the pass-through agency. The grant funding will continue to support the Los Angeles County XC Program, which assists with addressing gaps in victim services as identified by the Victim Services Steering Committee, comprised of local stakeholders.

Since its inception in 2016, the XC Program has provided assistance to 23,075 new and continuing crime victims which includes assisting in 21,670 application filings with the California Victim Compensation Board (of which 6,707 applications filings were completed); 19,708 referrals for information; 2,304 personal advocacy and accompaniment services; 5,883 emotional support or safety services; 3,525 referrals and assistance to shelter and housing services; and, 3,863 criminal justice system assistance services.

(Continued on Page 3)

**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:
  - a. Execute the grant agreement between CalOES s and the City Attorney’s Office;
  - b. Accept the grant award in the amount of \$1,340,054 from the CalOES;
  - c. Execute a vendor agreement between the City Attorney’s Office and Peace Over Violence in the amount of \$202,000 to provide victim services;
  - d. Execute a vendor agreement between the City Attorney’s Office and Journey Out in the amount of \$202,000 to provide victim services;
  - e. Execute a vendor agreement between the City Attorney’s Office and Children’s Institute Inc. in the amount of \$202,000 to provide victim services.
  
2. Authorize the Controller to:
  - a. Establish a receivable within City Attorney Grants Fund No. 368 in the amount of \$1,340,054 from CalOES;
  - b. Establish a new appropriation account within City Attorney Grants Fund No. 368 as follows: Account No. 12A312 – Victim Assistance XC Program 2024 - \$1,340,054;
  - c. TRANSFER \$201,442 from City Attorney Grants Fund No. 368, Department No. 12, Account 12A312 – Victim Assistance XC Program 2024 to Fund No. 100, Department No. 12, Account No. 001010 – Salaries General for City Attorney salary expenses of the 6 resolution authorities in FY 24/25;

(Continued on Page 4)

**12. Fiscal Impact Statement**

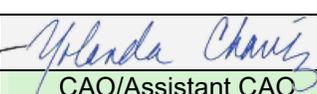
**Yes** This Office finds that the Grant complies with City financial policies as follows (see below):

**No** This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total cost of the Victim Services Program is \$1,423,815, of which \$1,340,054 will be reimbursed by the California Governor’s Office of Emergency Services (Cal OES) for salaries and expenses. Funding for the remaining related costs of \$83,761 not covered by the grant will be covered through department salary savings. There is no additional impact to the General Fund, and the recommendations in this report comply with the City’s Financial Policies in that grant funding will be used solely for grant-eligible expenditures to the extent possible. Program costs beyond the grant performance period will be subject to the availability of on-going revenues.

Doc. No. 04240158

(Continued on Page 4)

|                |   |  |            |
|----------------|---|--|------------|
| Edward F. Roes |  |  | 06/18/2024 |
| CAO Analyst    | Chief   | CAO/Assistant CAO  | Date       |

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

The XC Program utilizes three subrecipient agencies, the Children's Institute, Inc., Journey Out, and Peace Over Violence, to provide direct victim assistance services, depending on the service needed, to the City's underserved victim population. These subrecipients were selected through a Request for Proposals competitive procurement process conducted in September 2021.

The total cost of the XC Program is \$1,423,815, of which \$1,340,054 is reimbursable to the City as follows: \$494,454 in salaries; \$215,483 in fringe benefits; \$606,000 in contract costs (comprised of \$202,000 each for three subrecipient contracts); and \$18,717 in operating expense costs. The grant award will provide partial funding for one City Attorney Administrative Coordinator III and one City Attorney Administrative Coordinator IV. The balance of the salary costs for these two positions will be covered by other grant funds consisting of the Victim Assistance Program Grant (VAP) and the VAP Joint Powers of Verification Unit (JPVU) Grant. The XC grant award also will provide full funding for six full-time Witness Service Coordinators.

The related cost total is \$299,244, and is comprised of \$215,483 provided by the grant and \$83,761 to be covered through salary savings. There is no General Fund impact and no match requirement for this grant.

It should be noted that subsequent to the release of the City Attorney transmittal, a revised Grant Award Notification and Acceptance Form was provided to show updated Controller Instructions and Appropriation Account Information. The revised Form is attached to this report.

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

2.
  - d. Upon approval of expenses and receipt of grant funds, transfer up to \$201,443 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A312 – Victim Assistance XC Program 2024 to General Fund No. 100, Department No. 12, Revenue Source No. 5427 - Reimbursement from Grants, for reimbursement of salary expenses incurred for six resolution authorities in FY 2023-24;
  - e. Upon approval of expenses and receipt of grant funds, transfer up to \$91,569 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A312 – Victim Assistance XC Program 2024 to General Fund No. 100, Department No. 12, Revenue Source No. 5427 - Reimbursement from Grants, for salary expenses of the two grant reimbursed regular authorities;
  - f. Upon approval of expenses and receipt of grant funds, transfer up to \$215,483 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A312 – Victim Assistance XC Program 2024 to General Fund No. 100, Department No. 12, Revenue Source No. 5346 – Related Cost Reimbursement from Grants, as reimbursement for City Attorney fringe benefits and indirect costs related to the Victim Assistance XC Program 2024.
3. 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** (Continued from Page 2)

The City's Financial Policies require that the City pursue Federal, State and private grants, but strictly limit financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report comply with City Financial Policies in that the proposed funding is balanced against established 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 the Mayor and Council.



**City of Los Angeles**  
Grant Award Notification and Acceptance

Revised:  
June 13, 2024

| Recipient Department  |               |  |                     |
|---|---------------|--|---------------------|
| This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation |               |  |                     |
| Grants Coordinator:   | Derek Tennell | E-Mail: <a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a> | Phone: 213-978-4518 |
| Project Manager:  | Derek Tennell | E-Mail: <a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a> | Phone: 213-978-4518 |
| Department/Bureau/Agency:   | City Attorney |  | Date: 01/04/2024    |

| Grant Information          |                         |                             |                            |                       |
|----------------------------|-------------------------|-----------------------------|----------------------------|-----------------------|
| Name of Grantor:           |                         | Pass Through Agency:        |                            |                       |
| LA County                  |                         |                             |                            |                       |
| Grant Program Title:       |                         | Notification of Award Date: |                            |                       |
| XC Victim Services 2024    |                         | 01/01/2024                  |                            |                       |
| Funding Source (Public /   | Grant Type:             | Funds Disbursement:         | Agency's Grant ID:         |                       |
| Federal                    | Non-Competitive/Formula |                             | CFDA#:                     |                       |
|                            |                         |                             | Other ID#:                 |                       |
|                            |                         |                             | eCivis ID#:                |                       |
| Match Requirement:         | None                    | Amount:                     | \$0.00                     | %Match 0              |
| Match Type:                | N/A                     | Identify Source of Match:   |                            |                       |
| <b>Fiscal Information:</b> | Awarded Funds:          | Match/In-Kind Funds:        | Additional/Leverage Funds: | Total Project Budget: |
|                            | \$1,340,054             | \$0                         | \$83,761                   | \$1,423,815           |

| Approved Grant Budget Summary      |                    |            |                 |                                       |
|------------------------------------|--------------------|------------|-----------------|---------------------------------------|
| Category                           | Awarded            | Match      | Additional      | Explanation                           |
| <b>Personnel</b>                   |                    |            |                 |                                       |
| ACIV                               | 83,878             |            |                 | 50% FTE Program Director              |
| ACIII                              | 7,691              |            |                 | 5% FTE Program Manager                |
| Witness Service Coordinators (WSC) | 402,885            |            |                 | 6 x 100% FTE                          |
|                                    |                    |            |                 |                                       |
| <b>Materials/Supplies</b>          |                    |            |                 |                                       |
| Equipment Rental                   |                    |            |                 | Konica Copier                         |
| Telephone                          | 3,000              |            |                 | Cell phone                            |
| Training/Travel                    | 6,050              |            |                 | Self Care Training                    |
| Office Supplies                    | 3,567              |            |                 | Laptop with software, Printing, Misc. |
| Database                           | 10,000             |            |                 |                                       |
| Victim Emergency Fund              | 1,500              |            |                 |                                       |
| <b>Contractual Services</b>        |                    |            |                 |                                       |
| Peace Over Violence                | 202,000            |            |                 |                                       |
| Journey Out                        | 202,000            |            |                 |                                       |
| Children Institute Incorporated    | 202,000            |            |                 |                                       |
| <b>Other Costs</b>                 |                    |            |                 |                                       |
| CAP41 Fringe Benefits              | 215,483            |            |                 | 43.58%                                |
| CAP41 Indirect Costs               |                    |            | 83,761          | 16.94%                                |
| <b>Total</b>                       | <b>\$1,340,054</b> | <b>\$0</b> | <b>\$83,761</b> |                                       |

| Approved Project  |   |
|---|---|
| Descriptive Title of Funded Project:                                  | XC Victim Services 2024                 |
| Performance Period Start/End Dates (Month/Day/Year):                  | Citywide:                               |
| Start: 01/01/2024 End: 12/31/2024                                     | Affected Council District(s): all       |
|   | Affected Congressional District(s): all |
| Purpose:  |   |
| Identify Internal Partners (City Dept/Bureau/Agency):                 |   |
| Identify External Partners:   |   |
| Peace Over Violence, Journey Out, and Children Institute Incorporated |   |

### 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 purpose of the XC Program is to assess the existing victim service structure, identify needs, and fill gaps in victim services in all counties statewide and in the City of Los Angeles. The selected contractual service providers will provide victim services.

### Recommendations

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 (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
  - a. Execute the grant agreement between CalOES and the City Attorney's Office;
  - b. Accept the grant award in the amount of \$1,340,054 from the CalOES;
  - c. Execute vendor agreements between the City Attorney's Office and Peace Over Violence to provide victim services;
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2. AUTHORIZE the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$1,340,054 from CalOES;
  - b. Establish a new appropriation account within Fund 368 as follows:  
Account 12A312 – Victim Assistance XC Program 2024 - \$1,340,054
  - c. TRANSFER \$201,442 from Fund 368, Department 12, Account 12A312 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Account 001010 – Salaries General for City Attorney salary expenses of the 6 resolution authorities in FY 24/25;
  - d. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$201,443 from Fund 368, Department 12, Account 12A312 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for reimbursement of salary expenses incurred for 6 resolution authorities in FY 23/24;
  - e. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$91,569 from Fund 368, Department 12, Account 12A312 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the two grant reimbursed regular authorities;
  - f. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$215,483 from Fund 368, Department 12, Account 12A312 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the Victim Assistance XC Program 2024.
3. AUTHORIZE the City Attorney 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.

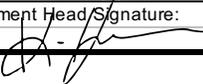
### Fiscal Impact Statement

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 the Victim Assistance XC Program 2024 is \$1,423,815 of which \$1,340,054 will be reimbursed by CalOES. The General fund contribution is \$83,761 in related costs (CAP 41) which are already included in the 2023-24 City budget.

### 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 checked="" 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: Kyle Kirkpatrick  | Department Head Signature:  | Date: 6/13/24 |

### 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 Fong

Date: 6/18/24