

# LOS ANGELES POLICE COMMISSION

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EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

July 12, 2023

BPC #23-124

The Honorable Karen Bass  
Mayor, City of Los Angeles  
City Hall, Room 303  
Los Angeles, CA 90012

The Honorable City Council  
City of Los Angeles, Room 395  
c/o City Clerk's Office

Dear Honorable Members:

RE: GRANT APPLICATION AND AWARD FOR THE REAL ESTATE FRAUD  
PROSECUTION GRANT FISCAL YEAR 2023-2024.

At the regular meeting of the Board of Police Commissioners held Tuesday, July 11, 2023, the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Rebecca Munoz".

REBECCA MUNOZ  
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
DATE 7/5/23  
23-124

July 5, 2023  
1.14

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION AND AWARD  
ACCEPTANCE FOR THE FISCAL YEAR 2023-24 REAL ESTATE FRAUD  
PROSECUTION GRANT

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE this report.
2. That the Board TRANSMIT the attached grant application and award, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer (CAO), Chief Legislative Analyst, and to the City Clerk for Committee and City Council consideration.
3. That the Board REQUEST the Council, subject to the approval of the Mayor, to:
  - A. AUTHORIZE the Chief of Police or his designee to retroactively apply for and ACCEPT the grant award for the Fiscal Year (FY) 2023-24 Real Estate Fraud Prosecution (REFP) Program grant in the amount of \$463,000 from the County of Los Angeles for the period of July 1, 2023, through June 30, 2024;
  - B. AUTHORIZE the Chief of Police or his designee to execute the FY 2023-24 REFP Program Grant Agreement with the County of Los Angeles, subject to the approval of the City Attorney as to form;
  - C. AUTHORIZE the Los Angeles Police Department (LAPD) to spend up to the grant amount of \$463,000 in accordance with the grant award agreement;
  - D. AUTHORIZE the LAPD to submit grant reimbursement requests to the grantor and deposit grant receipts in the Police Department Grant Trust Fund No. 339, Department 70;
  - E. AUTHORIZE the LAPD to prepare Controller instructions for any technical adjustments as necessary to implement Mayor and Council intentions, subject to the approval of the CAO, and AUTHORIZE the Controller to implement the instructions;

F. AUTHORIZE the Controller to establish a grant receivable and appropriate \$463,000 to appropriation account, account number to be determined, within Fund No. 339, Department No. 70, for the receipt and disbursement of the FY 2023-24 REFP Program grant funds;

G. AUTHORIZE the Controller to increase appropriations and transfer, as necessary, the FY 2023-24 REFP grant funds from Fund No. 339, Department No. 70, account number to be determined, to Fund No. 100, Department No. 70, account numbers and amounts as follows:

Account No. 001012	Salaries Sworn	\$319,692
Account No. 001092	Overtime Sworn	\$40,000

H. AUTHORIZE the Controller to transfer funds, for salaries and overtime sworn reimbursement purposes, up to \$93,809 from the FY 2023-24 REFP grant funds, Fund No. 339, Department No. 70, account number to be determined, and deposit into Fund No. 100, Department No. 70, Revenue Source Code No. 5346 Related Cost Reimbursements from Grants for fringe benefits.

I. AUTHORIZE the continuation of two resolution authority positions within the LAPD through June 30, 2024:

<u>No.</u>	<u>Class Code</u>	<u>Class Title</u>
1	2223-2	Detective II
1	2223-3	Detective III

## DISCUSSION

The LAPD is seeking retroactive approval to apply for and accept a \$463,000 grant award for the FY 2023-24 Real Estate Fraud Prosecution (REFP) Program grant from the Los Angeles County Real Estate Fraud Prosecution Trust Fund Committee (County) for the period of July 1, 2023, through June 30, 2024. This is the 23<sup>rd</sup> year of funding for this program.

The Real Estate Fraud Prosecution Trust Fund (Trust Fund) is funded by a filing fee for real estate documents recorded in the County, as provided by California Government Code Section 27388. The Trust Fund supports the efforts of local law enforcement and prosecuting agencies to investigate and prosecute real estate fraud. The County evaluates applications for funds and provides grant awards to selected jurisdictions. The level of annual funding provided by the fee is dependent upon the number of document titles filed within the County of Los Angeles.

The grant reimburses a portion of the annual costs of the LAPD's Real Estate Fraud Unit (REFU). The REFU, which is within the LAPD's Commercial Crimes Division, is responsible for administering the City's Real Estate Fraud Prosecution Program. This unit handles white-collar real estate crimes within the City. The Department requests for the continuation of two

resolution authority positions for one Detective III and one Detective II funded by the grant for FY 2023-24.

The REFU opened 86 new cases in FY 2021-22, in addition to the cases carried over from 2019-2020. Additionally, the REFU made 18 arrests from cases filed by REFU Detectives. These cases tend to be complex, usually developing into multiple victims being identified, with identity theft continuing to be the starting point for real estate cases.

Under the grant agreement, the County will reimburse the City for expenses incurred as follows:

Expense Category	Amount
Sworn Salaries	\$ 319,692
Sworn Overtime	40,000
Fringe Benefits	93,808
Travel/Training	1,000
Equipment (Cellular Phones and Service)	2,500
Office Supplies	2,000
Other Costs*	4,000
<b>Total</b>	<b>\$ 463,000</b>

\*Other Costs include document fees, court reporter fees, title searches, and other miscellaneous expenses Detectives may incur in relation to investigative work.

The FY 2023-24 REFP Program grant award provides \$319,692 to finance 100 percent of the salary for one Detective III and one Detective II position, as well as \$93,808 to fund 71 percent of fringe benefits for one Detective III position and 100 percent of fringe benefits on sworn overtime. The grant also provides \$40,000 for sworn overtime expenses for Detectives assigned on an overtime basis. This allows the LAPD to designate additional resources to case investigations, which includes interviewing victims and witnesses. In addition, the grant provides \$1,000 for travel and training for REFU personnel to enhance their knowledge and subject matter expertise relating to real estate fraud. The remaining \$8,500 will be utilized for equipment, office supplies, court reporter fees, and other miscellaneous fees that the detectives may need to pay in relation to the investigations.

If you have any questions regarding this transmittal, please contact Senior Management Analyst Stella Larracas, Officer in Charge, Grants Section, at (213) 486-0380.

Respectfully,

  
MICHAEL B. MOORE  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *July 11, 2023*  
Secretary *Rebecca [Signature]*

Attachments

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

June 30, 2023  
1.14

JUL 05 2023  
POLICE COMMISSION

**TO:** Chief of Police

**FROM:** Director, Office of Constitutional Policing and Policy

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION AND AWARD  
ACCEPTANCE FOR THE FISCAL YEAR 2023-24 REAL ESTATE FRAUD  
PROSECUTION GRANT

Attached for your approval and signature is an Intradepartmental Correspondence to the Board of Police Commissioners, requesting approval to transmit the attached grant application and award, pursuant to Administrative Code Section 14.6(a), to the Mayor, Office of the City Administrative Officer, Chief Legislative Analyst, and to the City Clerk for Committee and City Council consideration. The Los Angeles Police Department is requesting authorization to retroactively apply for and accept the grant award for the Fiscal Year (FY) 2023-24 Real Estate Fraud Prosecution Grant in the amount of \$463,000 from the County of Los Angeles for the period of July 1, 2023, through June 30, 2024.

The grant will assist the Department in staffing two full-time investigative positions assigned to the Real Estate Fraud Unit, Commercial Crimes Division. The grant will also provide overtime funding for the detectives to investigate white-collar real estate fraud crimes. Fringe benefits, travel, equipment, supplies, and miscellaneous expenses are also funded by the grant.

If there are any questions regarding this matter, please contact Senior Management Analyst Stella Larracas, Grants Section, at (213) 486-0380.



LIZABETH A. RHODES, Director  
Office of Constitutional Policing and Policy

Attachments

**COUNTY OF LOS ANGELES REAL ESTATE FRAUD PROSECUTION PROGRAM  
2023-24 GRANT APPLICATION**

Please complete all the information requested by this grant application. The grant funds can only be used for investigation and deterrence of real estate fraud (Government Code Section 27388(b)). Grant funds cannot be used to offset a reduction in any source of funds (Government Code Section 27388(g)). This grant will fund programs from July 1, 2023 through June 30, 2024. Please return completed application via **scanned email** and originals must be mailed and postmarked by **April 24, 2023** to:

Real Estate Fraud Prosecution Trust Fund Committee  
Anna Petrosyan, Senior Analyst, CEO  
[apetrosyan@ceo.lacounty.gov](mailto:apetrosyan@ceo.lacounty.gov)  
Chief Executive Office  
500 West Temple Street  
Hall of Administration, Room 754  
Los Angeles, California 90012  
(213) 974-1138

Name: Detective III Manuel Segura, Real Estate Fraud Unit

Agency: Los Angeles Police Department

Address: 100 West First Street, Room 533, Los Angeles, California 90012

Telephone: (213) 486-8732 E-mail: 32218@lapd.online

Purpose of Grant: The Los Angeles Police Department (LAPD), Real Estate Fraud Unit (REFU), will utilize grant funding to support five full-time investigative positions whose responsibility is to investigate real estate fraud cases in the City of Los Angeles. The secondary purpose is to support the investigators in this assignment by providing funding for expenditures related to overtime, travel, training, supplies, equipment, and other costs. The total amount requested for salaries, fringe benefits, overtime, travel, training, supplies, equipment, and other costs is \$ 1,495,697.04.

\_\_\_\_\_

\_\_\_\_\_

Los Angeles County Real Estate Fraud Prosecution Program  
2023-24 Grant Application  
Page 2

Amount Requested: \$ 1,495,697.04

On a separate page, please detail how the amount of funding requested will be expended, including number of positions, salaries and employee benefits, equipment, supplies, administrative overhead, and/or any other expenditure by type.

The statute requires that the law enforcement agency receiving funds either (please check if appropriate):

- A. Have a unit, division, or section devoted to the investigation or prosecution of real estate fraud, or both, which has been in existence for at least one year prior to the application date.
- B. Have on a regular basis, during the three years immediately preceding the application date, accepted for investigation or prosecution, or both, and assigned to specific persons employed by the agency, cases of suspected real estate fraud, and actively investigated and prosecuted those cases.

Please describe your department's current real estate fraud investigation program, and if applicable, the length of time this unit has been devoted to investigating these cases. Please also state the name of the supervisor of your real estate fraud investigation/prosecution unit and the number of staff positions assigned to it.

Please refer to pages 4-5.

Los Angeles County Real Estate Fraud Prosecution Program  
2023-24 Grant Application  
Page 3

Number of real estate fraud cases currently under investigation: 89 cases


Amount of aggregated monetary losses suffered by victims in real estate fraud cases currently under investigation: \$ 58,432,854

Number of real estate fraud cases filed with the court(s) in either calendar year 2022 or fiscal year 2021-22 (July 1, 2021 through June 30, 2022): 35 presented, 10 filed, 11 pending filing, 14 rejects, and 9 conviction

Number of victims involved in the cases filed with the court(s) in either calendar year 2022 or fiscal year 2021-22: 10 victims

Amount of aggregated monetary losses suffered by victims in real estate fraud cases filed with the court(s) in calendar year 2022 or fiscal year 2021-22: \$ 9,133,200

Michel R. Moore  
Authorized Representative

  
Signature of Authorized Representative

Chief of Police  
Title

4.28.23  
Date

The Los Angeles Police Department is seeking \$1,495,697.04 in grant funding for the investigation and deterrence of real estate fraud. The grant will fund the salaries and fringe benefits, totaling \$1,367,257.04, of five full-time investigative positions assigned exclusively to the Real Estate Fraud Unit (REFU) in the Commercial Crimes Division (CCD). The investigative positions are: one Detective III, who is the Unit's supervisor and subject matter expert, and four Detective II investigators. The funding will also be utilized by the five REFU Detective investigators for overtime in the amount of \$100,000. Overtime funding may also be extended to other CCD detectives, who are not part of the REFU but provide vital support for the REFU investigations in building solid cases.

The annual salaries, employee benefits, overtime, and fringe benefits on overtime calculations are provided below. Salaries and overtime rate used are average for the position indicated. Please note that the fringe benefits amount was calculated based on the Federally approved Cost Allocation Plan (CAP) 41 rate of 75.81%. Fringe benefits on overtime was also calculated at the CAP 41 sworn overtime rate of 9.44%, which includes Medicare, Worker's Compensation, Unemployment, and Share of Carry Forward.

Additionally, included in the requested budget is \$3,000 for training and travel costs, \$6,000 for equipment (cellular phone equipment and services), \$3,000 for office supplies, and \$7,000 for other costs related to investigations (including document fees, court reporter fees, database program(s) for title searches, Adobe software, and similar fees associated with the REFU investigations).

### **Personnel Costs**

#### **Salaries:**

Detective III	1	\$ 13,918.79/mo x 12/mo x 1 =	\$ 167,025.42
Detective II	4	\$ 12,722.18/mo x 12/mo x 4 =	<u>610,664.72</u>
			\$ 777,690.14

#### **Fringe Benefits:**

Detective III	1	\$ 167,025.42 x 75.81% =	\$ 126,621.97
Detective II	4	\$ 610,664.72 x 75.81% =	<u>462,944.93</u>
			\$ 589,566.90

#### **Overtime:**

REFU Investigators	870.85 hrs x \$114.83/hr =	\$ 100,000.00
Fringe on Overtime	\$100,000.00 x 9.44% =	<u>9,440.00</u>
		\$ 109,440.00

**Total Personnel Costs \$ 1,476,697.04**

**Operating Costs**

Travel/Training	\$ 3,000.00
Equipment (Cellular Phones)	6,000.00
Office Supplies	3,000.00
Other Costs	7,000.00
	<u>\$ 19,000.00</u>

***Total Operating Costs \$ 19,000.00***

**TOTAL COSTS \$ 1,495,697.04**

The Los Angeles County Real Estate Fraud Prosecution Program (REFPP) has funded the LAPD REFU operations for 23 years. The LAPD's original resolution authority was for five full-time positions whose responsibility was to investigate real estate fraud cases on a Citywide basis. The REFU currently operates with four full-time positions.

The REFU opened 86 new cases in fiscal year 2021-22 in addition to the cases carried over from 2019-2020. The REFU made 18 arrests in conjunction with the cases filed by REFU detectives. These cases continue to be complex and complicated, usually developing into additional victims being identified and located. An average case takes approximately 12-36 months to complete from the time of reporting. The prevalence of fraudulent recorded documents has intensified the number of reported crimes. Identity theft also continues to be a frequent starting point for real estate cases.

The REFU has established a reputable name within the private sector of the real estate community and is known for its professionalism and expertise. Frequently, the REFU receives calls from the private industry regarding possible suspects in the act of committing real estate fraud. Other law enforcement agencies also contact the REFU for advice and direction.

Detective III Manuel Segura, Serial No. 32218, is the current supervisor for the REFU.



**Chief  
Executive  
Office.**

**COUNTY OF LOS ANGELES**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 974-1101 [ceo.lacounty.gov](http://ceo.lacounty.gov)

**CHIEF EXECUTIVE OFFICER**

Fesia A. Davenport

June 15, 2023

Chief Michael Moore  
City of Los Angeles Police Department  
100 West 1st Street  
Los Angeles, California 90012

Dear Chief Moore:

**COUNTY OF LOS ANGELES  
2023-24 REAL ESTATE FRAUD PROSECUTION GRANT PROGRAM**

This is to advise you that your Real Estate Fraud Prosecution grant application for the performance period of July 1, 2023 through June 30, 2024, has been approved by the Real Estate Fraud Prosecution Trust Fund Committee, in the amount of \$463,000.

Please complete and return the enclosed Grant Acceptance Form (Enclosure I), and Budget Detail Form (Enclosure II) based on the grant award amount, by June 30, 2023. Both documents must be submitted to accept the grant.

Prior to signing the Grant Acceptance Form, please read the Real Estate Fraud Prosecution Grant Reimbursement Requirements (Enclosure III) to ensure that your agency can meet the supporting documentation requirements necessary for reimbursement for the Real Estate Fraud Prosecution grant. The Grant Acceptance Form must be signed by you or your designee.

Payment of grant funds shall be made subsequent to the receipt of quarterly invoices. Also, enclosed is the Grant Reporting Form (Enclosure IV) which must be completed and returned by September 1, 2024, 60 days following the end of the grant period. Correspondence should be mailed to:

Real Estate Fraud Prosecution Trust Fund Committee  
c/o County of Los Angeles Chief Executive Office  
500 West Temple Street, Room 754, Los Angeles, California 90012  
Attention: Anna Petrosyan




"To Enrich Lives Through Effective And Caring Service"

Chief Michael Moore  
June 15, 2023  
Page 2

All inquiries should be directed to the Real Estate Fraud Prosecution Trust Fund Committee liaison, Anna Petrosyan at (213) 974-1138 or at [apetrosyan@ceo.lacounty.gov](mailto:apetrosyan@ceo.lacounty.gov).

Sincerely,

  
Fesia Davenport (Jun 15, 2023 17:14 PDT)

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:MM  
RCP:AP:cc

Enclosures

**2023-24 GRANT ACCEPTANCE FORM  
REAL ESTATE FRAUD PROSECUTION PROGRAM**

**Agency:** Los Angeles Police Department

**Address:** 100 West 1<sup>st</sup> Street, Los Angeles 90012

**Telephone:** (213) 486-8715

**Purpose of Grant:** Investigation and Prosecution of Real Estate Fraud

**Amount Awarded:** \$463,000.00

I understand by the acceptance of these funds, the above agency will:

- Utilize the funds for the prosecution and/or investigation of real estate fraud cases;
- Ensure that receipt of these funds will not be used to offset a reduction in any other source of funds;
- Submit reimbursement claims, at the end of each quarter (if any funding was expended during that quarter), to address at the bottom of this form;
- Understand that award of these funds is subject to the availability of funds deposited into the Real Estate Fraud Trust Fund and that in the event funds deposited are insufficient to cover all grant funds awarded, the Real Estate Fraud Prosecution Trust Fund Committee may reduce each agency's grant award on a pro-rata basis;
- Attend the Real Estate Fraud Task Force monthly meeting; and
- Request carryover of unspent grant funds by **May 1, 2024** if investigations and/or prosecutions are still in progress. Requests to carryover funds for salaries and employee benefits will not be allowed unless the expenditures were incurred during the authorized grant period.

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Agency Director

---

Date

Please return this completed form by **June 30, 2023** to:

Real Estate Fraud Prosecution Trust Fund  
c/o Los Angeles County Chief Executive Office  
Attn: Anna Petrosyan (213) 974-1138  
500 West Temple Street, Room 754  
Los Angeles, California 90012  
[apetrosyan@ceo.lacounty.gov](mailto:apetrosyan@ceo.lacounty.gov)

## BUDGET DETAIL FORM

ENCLOSURE II  
1 of 2

Name of Agency: Los Angeles Police Department (LAPD)

## FY 2023-24 REAL ESTATE FRAUD GRANT

Performance Period: July 1, 2023 through June 30, 2024

Allocation: \$463,000

☒ Original Budget  
☐ Budget Modification**A. Personnel:**

List each position by title of employee. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative.

Title	# of Pos.	Annual Salary	Monthly Salary	% of Time	Length of Time	Salary Cost
Detective III	1	\$ 167,025.42	\$ 13,918.79	100.00%	12	\$ 167,025
Detective II	1	\$ 152,666.18	\$ 12,722.18	100.00%	12	\$ 152,666
Total Personnel Costs: \$						319,692

**Personnel Narrative:**

The Los Angeles Police Department (LAPD) is seeking to fund the salaries of two full-time investigative positions assigned exclusively to the LAPD Real Estate Fraud Unit (REFU). The Unit is within the Commercial Crimes Division (CCD). The investigative positions are: one Detective III with an annual average salary of \$167,025, who is the Unit's supervisor and subject matter expert, and one Detective II investigator with an annual average salary of \$152,666. The REFU is responsible for investigating real estate fraud cases in the City of Los Angeles.

**B. Overtime**

List each position by title of employee. Show the number of hours and rate to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative.

Title	# of Pos.	Rate	Number of Hours	OT Cost
REFU & CCD Investigators	4	\$ 114.83	348.34	\$ 40,000
Total Personnel Costs: \$				40,000

**Personnel Narrative:**

Overtime funding will primarily be utilized by REFU detectives, but may also be extended to other CCD detectives, who are not part of the REFU but provide vital support for the REFU investigators in building solid cases. For example, CCD detectives may assist with the service of search warrants regarding real estate matters, operate in an undercover capacity to pose as a notary public or loan officer, and conduct surveillance on suspects that the REFU arrested for real estate crimes. REFU and CCD investigators may be a Detective I, Detective II, or a Detective III.

**C. Taxes and Fringe Benefits (FB)**

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

Title	# of Pos.	Basis Monthly	Basis Monthly	Benefit Rate	FB Cost
Detective III	1	\$ 13,918.79	12	75.81% 71.104%	\$ 90,033
Detective III, II, and I (Fringe for Overtime)	4	\$ 833.33	12	9.44% 100%	\$ 3,776
Total Taxes and Fringe Benefit Costs: \$					93,809

**FB Narrative:**

**Agency to provide a copy of the Indirect Cost Rate sheet. This rate should reconcile to the Benefit Rate used on this sheet.**

As of the submission of the application, the federally approved Cost Allocation Plan (CAP) for the sworn employees of the LAPD is 75.81%, CAP 41 attached. The total FB for the two positions is: \$319,692 x 75.81% = \$242,359. The City of Los Angeles will pay the remaining costs of the fringe benefits not covered by the grant award. Fringe benefits on overtime (budgeted at \$40,000) is at the rate of 9.44% (FICA (Medicare) 1.38% + Worker's Compensation 7.64% + Unemployment 0.01% + Share of Carry Forward 0.410%).

**D. Travel/Training**

Item	Computation	Travel Cost
Travel/Training	\$	1,000
	\$	-
Total Travel Costs: \$		1,000

**E. Equipment**

Item	Computation	Equipment Cost
Cellular Phones and Monthly Services	\$	2,500
Total Equipment Costs: \$		2,500

**Equipment Narrative:**

Name of Agency: Los Angeles Police Department (LAPD)

## FY 2023-24 REAL ESTATE FRAUD GRANT

Performance Period: July 1, 2023 through June 30, 2024

Allocation: \$463,000

☒ Original Budget  
☐ Budget Modification

The REFU has four cellular lines to enhance communication within the Unit and to use during its investigations. Funding will support cellular phone equipment and services during the grant period of July 2023 - June 2024.

**F. Office Supplies/Misc. Expenses**

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items (Itemize)	Computation	Supplies Cost
Office Supplies		\$ 2,000
Total Supplies Costs: \$		2,000

**Supplies Narrative:**

**Provide copies of supplies receipts when submitting invoices for payment.**

Funding will support the investigative and administrative activities under the Real Estate Fraud Grant Program. Items include, but are not limited to: paper products, pens, binders, standing desks, printer ink, recorders, label makers, USBs, computer accessories, Adobe Creative Cloud or DC Pro subscriptions, tablets, laptops, video conferencing television, video conferencing accessories, etc. In particular, the Adobe Creative Cloud subscriptions will greatly help the detectives in their ability to do redactions on their case-related documents. The various technology supplies (tablets, laptops, video conferencing television, video conferencing accessories, Faraday bags, etc) will enable the REFU detectives and grant administrator in efficiently carrying out REFP-related activities with up-to-date supplies. Safe breaking tools will enable detectives to access safes during real estate fraud investigations.

**G. Other Costs (Itemize)**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Item	Computation	Other Costs
Fees (Document Fees, Court Reporter Fees, Title Searches, etc)		\$ 4,000
Total Other Costs: \$		4,000

**Other Costs Narrative:**

Funding will cover the costs of fees paid during the course of investigations, such as document fees, court reporter fees, title searches, etc, including a 1-year subscription for public, non-confidential real estate documents.

**Budget Summary** – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs.

Budget Category	Amount
A. Personnel	\$ 319,692
B. Overtime	\$ 40,000
C. Fringe Benefits	\$ 93,809
D. Travel	\$ 1,000
E. Equipment	\$ 2,500
F. Supplies	\$ 2,000
G. Other Costs	\$ 4,000
<b>Total Projected Costs</b>	<b>\$ 463,000</b>

**REQUIRED SUPPORTING DOCUMENTS  
FOR REAL ESTATE FRAUD GRANT EXPENDITURES**

**Submit all claims and supporting documentation to:**

Anna Petrosyan, Senior Analyst  
County of Los Angeles Chief Executive Office  
500 West Temple Street, Room 754, Los Angeles, CA 90012

**\*\*IMPORTANT\*\*** Unless otherwise instructed, please use one invoice per program budget allocation. In order to process payment, **you must submit this checklist with the supporting documents for all expenditures you are claiming on the submitted invoice.** Request for reimbursements must be submitted every quarter. Failure to submit the required supporting documentation for your expenditures can result in disallowances, reporting discrepancies or delays in the payment process. Additional supporting documentation may be requested at any time.

**EXPENDITURE CLAIMS MUST INCLUDE THE FOLLOWING:**

- ☒ **Purchase Order**
- ☒ **Invoice:** Must be stamped "PAID," signed with authorized signature for payment, and dated.
- ☒ **Proof of Delivery:** Packing slips should be included. If packing slips were not part of the equipment delivery (e.g. licenses), the P.O. needs to be stamped "RECEIVED" with the date received, and signature.
- ☒ **Proof of Payment:** Include proof of payment and proof the payment has **CLEARED**. Proof of payment must have reference to the invoice, and amount paid must match the invoice amount. If multiple invoices are being paid with one check, the invoices must be listed with corresponding amounts. Price quotes **will not be accepted** as proof of purchase for reimbursement
- ☒ **Expenditure Report:** Complete the attached 'Expenditure' Report and submit with invoice.

**FOR PERSONNEL**

- ☒ **Functional Timesheets:** indicating the **# of hours** charged to grant related activity per day, **signed by employee and supervisor** (must match payroll register)
- ☒ **Payroll register** indicating the salary, hourly rate, employee benefits, overtime rate. Include backfill for name of employee attending training/exercise, break-down of pay rate and benefits rate (official payroll register and not an excel document).
- ☒ **Copy of applicable Pre-Approved Employee Benefit Rate**
- ☒ **S&EB Report:** Complete the attached 'Salaries & Employee Benefits' Report and submit with invoice.

Completed By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COUNTY OF LOS ANGELES  
REAL ESTATE FRAUD GRANT  
Reimbursement Request Invoice Form**

(2 of 4)

**FISCAL YEAR 2023-24**

Remit Financial Back-Up Documentation to:

Anna Petrosyan, apetrosyan@ceo.lacounty.gov  
County of Los Angeles Chief Executive Office  
Kenneth Hanh Hall of Administration  
500 West Temple Street Room 754  
Los Angeles, CA 90012

Agency: Sample Police Dept (Grantee)

Prepared By: Sample Preparer Name

Phone No.: xxx xxx - xxxx

Email: Sample@agency.gov

**Expenditure Claim Period:**

QTR #1 ☒  
QTR #2 ☐  
QTR #3 ☐  
QTR #4 ☐

☒ July 1 to Sep 30  
☐ Oct 1 to Dec 31  
☐ Jan 1 to March 31  
☐ Apr 1 to Jun 30

Real Estate Fraud Grant	Expenditure Period Being Claimed	Approved Budget	Current Expenditure	Previously Expended	Remaining Grant Balance
Salaries & Employee Benefits (S&EB)	QTR #1	\$ -	\$ -	\$ -	\$ -
Overtime	QTR #1	\$ -	\$ -	\$ -	\$ -
Services & Supplies (S&S)	QTR #1	\$ -	\$ -	\$ -	\$ -
Equipment and Fixtures	QTR #1	\$ -	\$ -	\$ -	\$ -
Travel & Training	QTR #1	\$ -	\$ -	\$ -	\$ -
Title Searches/Other (Itemized)	QTR #1	\$ -	\$ -	\$ -	\$ -
<b>Total Grant</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*This financial back-up claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations, and grant conditions and assurances. All supporting documentation related to these expenditures has been retained and is herein submitted in accordance with grant guidelines along with this signed original invoice.*

**Authorized Department Approval:**

County of Los Angeles - Chief Executive Office

County of Los Angeles - Chief Executive Office

Anna Petrosyan

Print Name

Senior Analyst, CEO

Title

/s/ Anna Petrosyan

Signature

Date

apetrosyan@ceo.lacounty.gov

213-974-1138

**Remit Payment To:**

Sample PD Agency (Grantee)

Sample Street Address

Sample City, Zip

Special Instructions:

Please reference \_\_\_\_\_ on payment

**Grantee Agency Office Use Only**

Contract No: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

FSR Quarter Reported: \_\_\_\_\_

Invoice Tracking No: \_\_\_\_\_

Cash Request No: \_\_\_\_\_

Invoice No: \_\_\_\_\_

Document ID No: \_\_\_\_\_

COUNTY OF LOS ANGELES  
REAL ESTATE FRAUD GRANT  
EXPENDITURE REPORT

(3 of 4)

1. Complete "Expenditure Report"
2. Submit with Invoice or "electronically to:  
- Anna Petrosyan, apetrosyan@ceo.lacounty.gov

Agency: Sample Police Dept.  
Prepared By: \_\_\_\_\_  
Approved By: \_\_\_\_\_

Date: 6/15/2020

Expenditure period: Jan 1 to March 31

0

Email: email@pd.gov  
Phone No.: xxx-xxx-xxxx

EQUIPMENT

Make and Model	Equipment Description	Qty	Expenditure Amount	Invoice #	Vendor	Acquired Date	Serial Number	Agency Tag ID #	Condition and Disposition	Deployed Location
Example: Dell Precision XPS	Core i7 computer tower desktop	1.0	\$1,200.00	sample	DELL	6/10/2019	sample	sample	new	RE Fraud Unit in East Los Angeles Station
TOTAL		1.0	\$1,200.00							

SERVICES & SUPPLIES

Vendor	Description	Invoice #	Expenditure Amount	Date Paid	DOC #					
TOTAL			\$0.00							

TRAVEL & TRAINING

Vendor	Employee	Training Title	Expenditure Amount	Date Paid	DOC #	Invoice #				
TOTAL			\$0.00							

TITLE SEARCHES

Vendor/Description	Invoice #	Doc #	Expenditure Amount	Date Paid						
TOTAL			\$0.00							

APPEND CATEGORY AS NEEDED

Vendor/Description	Invoice #	Doc #	Expenditure Amount	Date Paid						
TOTAL			\$0.00							

COUNTY OF LOS ANGELES  
REAL ESTATE FRAUD GRANT  
SALARIES EMPLOYEE BENEFITS REPORT

(4 of 4)

1. Complete "S&EB Report"	Agency: <u>Sample Police Dept.</u>	Date: <u>6/15/2020</u>	
2. Submit with Invoice or "electronically to:	Prepared By: _____	Expenditure period: <u>Jan 1 to March 31</u>	
- Anna Petrosyan, apetrosyan@ceo.lacounty.gov	Approved By: _____		<b>0</b>
	Email: <u>email@cd.gov</u>		
	Phone No.: <u>xxx-xxx-xxxx</u>		

Personnel	Budgeted Positions	Actual Positions	Approved Budget	Budget Mods	Adjusted Budget	Current Expenditure	Cumulative Expenditure	Available Balance		
Examp: Deputy Bonus II	4.0	4.0	\$1,050,000.00	\$0.00	\$1,050,000.00	\$125,432.44	\$764,248.88	\$160,318.68		
Examp: Sergeant	0.75	0.75	\$150,000.00	\$0.00	\$150,000.00	\$25,433.45	\$65,483.70	\$59,082.85		
TOTAL SALARIES AND EMPLOYEE BENEFIT				\$0.00	\$1,200,000.00	\$150,865.89	\$829,732.58	\$219,401.53		

Personnel Detail

Name	Position	Actual Salaries Jan	Actual Salaries Feb	Actual Salaries Mar	Total Salaries	Employee Benefits 26.41%	Overhead 53.891%	Shooting Bonus	Uniform Allowance	Total Amount
Last, First	Deputy Bonus II	\$ 11,543.31	\$ 11,543.31	\$ 11,543.31	\$ 34,629.93	\$ 20,574.68	\$ 18,662.42	\$ 45.00	\$0.00	\$ 73,912.03
TOTAL S&EB DETAIL			\$11,543.31	\$11,543.31	\$34,629.93	\$20,574.68	\$18,662.42	\$45.00	\$0.00	\$73,912.03

Overtime Summary		Approved Budget	Budget Mods	Adjusted Budget	Current Expenditure	Cumulative Expenditure	Available Balance		
		\$0.00	\$0.00	\$0.00	\$914.99	\$0.00	-\$914.99		
TOTAL OVERTIME SUMMARY		\$0.00	\$0.00	\$0.00	\$914.99	\$0.00	-\$914.99		

Overtime Detail

Name	Position	Monthly Salary	OT Rate per hour	Dates 1/1/2019 - 6/30/20	OT Hours	Total OT	EB Rate (%)	Total Amount		
Last, First	Sergeant	\$ 13,267.30	\$114.37	1/1/2019	8.0	\$914.99		\$914.99		
TOTAL OVERTIME DETAIL					8.0	\$914.99	\$0.00	\$914.99		

**REAL ESTATE FRAUD PROSECUTION REPORTING FORM  
FY 2023-24  
(July 1, 2023 - June 30, 2024)**

By September 1, 2024, please provide the Real Estate Fraud Prosecution Trust Fund Committee with the information requested below. Please return the completed form to:

Real Estate Fraud Prosecution Trust Fund Committee  
c/o Los Angeles County, Chief Executive Office  
Attn: Anna Petrosyan  
(213) 974-1138  
500 West Temple Street, Room 754  
Los Angeles, California 90012  
[apetrosyan@ceo.lacounty.gov](mailto:apetrosyan@ceo.lacounty.gov)

1. Please provide for FY **2023-24**:

Number of cases filed:  
Number of complaints:  
Number of investigations:  
Number of arrests:  
Number of convictions:

2. Number of victims involved in cases filed in FY **2023-24**:

3. Total aggregate monetary loss suffered by victims in FY **2023-24**:

4. Amount of grant funds awarded in FY **2023-24**:

5. Of the amount awarded, how much was actually expended?

6. Detail of amount expended: Amount

Salaries: \_\_\_\_\_

(Salaries, Dept. Overhead, Shooting/Bilingual Bonus)

Employee Benefits: \_\_\_\_\_

Overtime: \_\_\_\_\_

Equipment: \_\_\_\_\_

Travel: \_\_\_\_\_

Training: \_\_\_\_\_

Supplies: \_\_\_\_\_

Other: (Title Searches) \_\_\_\_\_

7. On a separate page, please provide a detailed description of each of the components listed under #9 (for example, number of staff and classification, type of equipment or supplies purchased, type of training, etc.)

AGENCY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_