

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0012

Date: January 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: *Ylenda Chavez*
for Matthew W. Szabo, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA OFFICE OF EMERGENCY SERVICES 2023-24 VICTIM ASSISTANCE PROGRAM (VAP) SUB-AWARD THROUGH THE COUNTY OF LOS ANGELES**

Attached is the Grant Acceptance Packet (Packet) for the 44th year of the Victim Assistance Program sub-award funding in the amount of \$2,178,586 received by the City Attorney's Office. This funding continues the program for a 12-month performance period from October 1, 2023 through September 30, 2024. There is no match required for this grant.

The grant finances victim advocates and administrative support staff to serve victims of crime, including emergency support, crisis intervention, resource and referral assistance, support through the court process, restitution assistance, and procurement of financial assistance for crime-related costs. The grant funds of \$2,178,586 will provide \$1,538,155 for salaries, \$582,512 for related costs, and \$57,918 for administrative and operational expenses. The grant will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator III and 18 Witness Service Coordinators.

The total program cost is \$2,526,965 of which \$2,178,586 will be provided by the grant. Funding for the remaining program cost of \$348,379 for related costs are included in the City Attorney 2023-24 Adopted Budget.

As a participant in the Grants Pilot Program, the department 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, a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Grant Project Cost Breakdown and Copy of Grant Agreement

If you have any questions concerning the Grant Acceptance Packet, please contact Ed Roes at (213) 978-7623.

MWS:EFR::04240065

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: The Office of the City Attorney		Award Notification Date: October 1, 2023	
Grant Award Title: Victim Assistance Program		Grant Amount: \$2,178,586 Prior Grant Award(s): \$2,178,586	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: VW23 42 0190/C.F. 23-1412	Performance Start Date: October 1, 2023	Performance End Date: September 30, 2024	
<p>Purpose: The Office of the City Attorney requests authority to accept the grant sub-award of \$2,178,586 from the County of Los Angeles for the 2023-24 Victim Assistance Program (VAP). Grant funds will provide continued support for victim services from October 1, 2023 through September 30, 2024</p> <p>The total program cost for the 2023-24 VAP is \$2,526,964 and consists of grant funding of \$2,178,586 and \$348,379 in related costs (based on CAP 41) not covered by the grant, but provided through the City Attorney 2023-24 Adopted Budget. There is no match requirement for this grant.</p>			

Checklist for Grant Acceptance:		Yes	No	N/A	Comments
1. Authority for Grant Acceptance					
	• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review					
	• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
	• Additional Funds requested		X		() Submit to CAO for review
3. Charter Section 1022 Determination					
	• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts					
	• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
	• Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/>			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities					
	• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations					
	• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up					
	• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification					
	• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis					
	• Department has submitted Fiscal Impact Statement	X			() Submit to CAO for review and determination

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney requests approval to accept \$2,178,586 in grant funding for the 2023-24 Victim Assistance Program (VAP). This will be the 44th year of the VAP. The California Office of Emergency Services, which serves as the pass-through agency for the Federal Victims of Crime Act funds, awarded the County of Los Angeles (County) an amount of \$8,714,343. Through a sub-recipient agreement between the County and the City of Los Angeles (City), the City will receive \$2,178,586, or about 25-percent of the available funds, for a grant period of October 1, 2023 through September 30, 2024

The sub-award of \$2,178,586 will support the City Attorney's Victim Assistance Program in providing victims of crimes emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, support in navigating through the criminal court process, and help in securing financial aid for crime-related costs, including medical counseling, funeral expenses, and relocation costs.

(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 accept grant funding in the amount of \$2,178,586 from the County of Los Angeles, and accept and execute the grant agreement between the County of Los Angeles and the City Attorney's Office, subject to the approval of the City Attorney as to form;
2. Authorize the Controller to:
 - a. Establish within Fund 368 a receivable for this program in the amount of \$2,178,586 from the County of Los Angeles;
 - b. Establish within Fund 368 a new appropriation account 12Y312, Victim Assistance Program, in the amount of \$2,178,586;
 - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$1,166,864 from Fund 368, Department 12, Account 12Y312 - Victim Assistance Program FY23-24 to Fund 100, Department 12, Revenue Source Code 5427, Reimbursement from Grants, for salary expenses for 15 grant-reimbursed regular position authorities;
 - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$278,469 from Fund 368, Department 12, Account 12Y311 to Fund 100, Department 12, Revenue Source Code 5427, Reimbursement from Grants, for direct salary expenses for five resolution position authorities; and,
 - e. Upon receipt of grant funds and approval of grant expenses, transfer up \$582,512 from Fund 368, Department 12, Account 12Y312 - Victim Assistance Program FY23-24, to Fund 100, Department 12, Revenue Source Code 5346, Related Cost Reimbursement - Grants, for fringe benefits and indirect costs, upon receipt of grant funds and approval of grant expenses; and,

(Continued on Page 3)

12. Fiscal Impact Statement

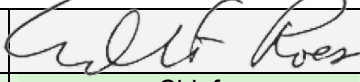
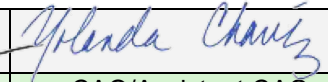
☒ **Yes** This Office finds that the Grant complies with City financial policies as follows (see below):

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

The total cost of the 2023-24 Victim Assistance Program is \$2,526,965, of which \$2,178,586 will be reimbursed by the grant. No additional General Fund appropriation is requested at this time. The balance of funds not supported by the grant (\$348,379) are included in the City Attorney's 2023-24 Adopted Budget. There is no match requirement, and there is no impact on the General Fund.

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.

Doc. No. 04240065

Edward F. Roes			01/18/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

For the prior grant cycle beginning October 2022 through September 2023, the VAP staff served a total 11,852 new and continuing crime victims. Staff assisted 10,197 individuals with filing applications for the California Victim Compensation Board; counseled 3,045 through crisis; supported 9,009 through the criminal justice system; referred 8,871 to additional resources; and made 409 presentations to other public and law enforcement agencies. Victim services will be provided in the following locations: the Central Trials, Metro, Harbor, North Valley, Pacific and Van Nuys Branches, Strength United Family Justice Center, Central Office of the City Attorney, and Los Angeles Police Department Area Divisions consisting of Devonshire, Southeast, Southwest, Hollenbeck, Newton, 77th Street, North Hollywood, Northeast, Olympic, Pacific, Rampart, West LA, and Wilshire.

Total grant funds in the amount of \$2,178,586 will support salaries (\$1,538,155), related costs (\$582,512), and other expenses (\$57,918) comprised of the following: \$100 for printing, \$40,000 for contractual services, \$12,137 for operating supplies, \$785 for office supplies, \$1,296 for training, and \$3,600 for contingency expenses. Funding provided for staffing and related costs will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator III and 18 Witness Service Coordinators. The total program cost is \$2,526,965. The remaining program cost of \$348,379 for related costs are included in the City Attorney 2023-24 Adopted Budget. There is no match required for this grant.

It should be noted that the Recommendations Item No. 3.a., of this Report listed below, includes a modification to the City Attorney transmittal's Grant Award Notification and Acceptance, Recommendations Item No. 3.a., regarding the transfer of \$92,823 to reflect that the transfer will be for the salary expense reimbursement for five resolution positions. Two other modifications were made under the Grant Information and Approved Grant Budget Summary sections to further distinguish the costs covered by the grant and the costs covered by the City Attorney for the Total Project Budget cost.

These changes were discussed and agreed upon with the Office of the City Attorney. The City Attorney's Office also provided a revised Grant Award Notification and Acceptance form, which is included with the CAO Report (Attachment), to reflect the modifications to their Recommendations.

11. Recommendations (Continued from Page 2)

3. Authorize the City Council to instruct the City Clerk to place on the Council agenda for July 1, 2024 or the next available agenda date, the following action relative to the Victim Assistance Program FY23-24:
 - a. That the Council, subject to the approval of the Mayor, authorize the Controller to transfer \$92,823 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23-24, to Fund 100, Department 12, Account 001010 – Salaries General; as reimbursement for City Attorney salary expenses for the five (5) resolution position authorities.
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.



City of Los Angeles
Grant Award Notification and Acceptance

REVISED 20240110

Recipient Department			
This Grant Award <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
is:			
Grants Coordinator:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 10/06/2023

Grant Information				
Name of Grantor:		Pass Through Agency:		
California Office of Emergency Services (Cal OES)		County of Los Angeles		
Grant Program Title:		Notification of Award Date:		
Victim Assistance Program (VAP) (Continuation Funding) - FY 2024		10/01/2023		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
State	Non-Competitive/Formula	Reimbursement	CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	No	Amount:	\$0.00	%Match 0
Match Type:	Cash/In-Kind	Identify Source of Match:		
Fiscal Information	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$ 2,178,585.00	\$ -	\$ 348,379.00	\$ 2,526,964.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
AC IV	\$ 85,652.00	\$ -	\$ -	Program Director 50% FTE Salary
AC III	\$ 115,854.00	\$ -	\$ -	Assistant Program Director 95% FTE Salary
Witness Service Coordinators	\$ 1,336,649.00	\$ -	\$ -	Victim Service Coordinators 18 x 100% FTE Salary
Materials/Supplies				
Office Supplies	\$ 785.00	\$ -	\$ -	
Printing	\$ 100.00	\$ -	\$ -	Brochures
Travel				
Travel Training	\$ 1,296.00	\$ -	\$ -	Self Care & Entry Level
Other				
Cellphone Service	\$ 12,137.00	\$ -	\$ -	Verizon
Emergency Fund	\$ 3,600.00	\$ -	\$ -	Petty Cash
Database	\$ 40,000.00	\$ -	\$ -	Maintenance costs
Related Costs	\$ 582,512.00	\$ -	\$ 348,379.00	\$348,379 - covered by City Atty 23/24 Adopted Budget
Total	\$ 2,178,585.00	\$ -	\$ 348,379.00	

Approved Project

Descriptive Title of Funded Project: VAP Basic 2023-24

Performance Period Start/End Dates (Month/Day/Year):

Citywide:

Start: 10/01/2023 End: 09/30/2024

Affected Council District(s):

Affected Congressional District(s):

Purpose

:

Identify Internal Partners (City Dept/Bureau/Agency):

LAPD

Identify External Partners:

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 this program is to provide comprehensive assistance to victims and witnesses of violent crimes in all of California's counties by supporting victim/witness assistance centers. Services that must be provided by centers funded through this program include:

- * Crisis intervention
- * Emergency assistance
- * Resource and referral assistance
- * Direct counseling
- * Assistance with California Victim Compensation Board claims
- * Property return
- * Orientation to the criminal justice system
- * Court escort
- * Presentation and training for criminal justice agencies
- * Public presentations and publicity
- * Case status
- * Family/friend/employer notification
- * Employer notification/intervention
- * Restitution

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. Retroactively apply for and execute the grant award agreement between the County of Los Angeles and the City Attorney's Office;
 - b. Accept the grant award in the amount of \$2,178,585 from the County of Los Angeles;
 - c. 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.
2. AUTHORIZE the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$2,178,585 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12Y312 – Victim Assistance Program FY23/24 - \$2,178,585
 - c. TRANSFER up to \$278,469 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23/24 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the five (5) resolution authorities;
 - d. TRANSFER up to \$1,166,864 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23/24 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the 15 grant reimbursed regular authorities;
 - e. TRANSFER up to \$582,512 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23/24 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 Program FY23/24;
3. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2024, the following action relative to the Victim Assistance Program FY23/24:
 - a. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to TRANSFER \$92,823 from Fund 368, Department 12, Account 12Y312 - Victim Assistance Program FY23/24 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the five (5) resolution authorities.


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 Program FY23/24 is \$2,526,964 of which \$2,178,585 will be reimbursed by the County of Los Angeles, from a formula grant awarded by the California Office of Emergency Services. The General fund contribution is \$348,379 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 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 checked="" type="checkbox"/> Additional Documents (if applicable)	
Department Head Name:	Department Head Signature:	Date:
Kyle Kirkpatrick		1/10/2024

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- ☐ Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- ☐ Returned to Department (Additional information/documentation has been requested).

☐ Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date: