

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

0130-02130-0001

Date: February 13, 2024

To: The Mayor  
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office  
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: *for* Matthew W. Szabo, City Administrative Officer Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE FISCAL YEAR 2023-24 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 a grant award in the amount of \$1,069,928 from the California Office of Traffic Safety for the period from October 1, 2023 through September 30, 2024, for the Alcohol and Drug Impaired Driving Vertical Prosecution Program. There is no match required for this grant.

The Alcohol and Drug Impaired Driving Vertical Prosecution Program within the Office of the City Attorney is dedicated to the prosecution of those driving under the influence of alcohol or drugs within the City. The grant award of \$1,069,900 will support the following program costs: \$655,325 for salaries, \$306,575 for related costs, \$8,000 for travel expenses, and \$10,000 for contractual services.

The total program cost is \$1,069,928 of which the \$1,069,900 will be provided by the grant. Funding for the remaining program cost of \$28 for related costs is included in the City Attorney 2023-24 Adopted Budget.

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, prepared 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 Agreement

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

MWS:EFR:RFO:04240083

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> September 8, 2023	
<b>Grant Award Title:</b> Fiscal Year 2023-24 California Office of Traffic Safety Grant Award		<b>Grant Amount:</b> \$1,069,928 <b>Prior Grant Award(s):</b> \$969,369	
<b>Awarding Agency:</b> National Institute of Traffic and Highway Safety Agency			
<b>Grant Agreement Number/Reference:</b> DI23012/C.F. 24-0018	<b>Performance Start Date:</b> October 1, 2023	<b>Performance End Date:</b> September 30, 2024	
<p><b>Purpose:</b> The Office of the City Attorney requests authority to accept the grant award of \$1,069,900 for the Fiscal Year 2023-24 California Office of Traffic Safety Grant for the Alcohol and Drug Impaired Driving Vertical Prosecution Program with a performance period from October 1, 2023 to September 30, 2024. Funding will support the City's prosecution of individuals who drive under the influence of alcohol or drugs. The total program cost of \$1,069,928 consists of \$1,069,900 in grant funds and \$28 in related costs not covered by the grant. These funds are included in the City Attorney's 2023-24 Adopted Budget.</p>			

<b>Checklist for Grant Acceptance:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Authority for Grant Acceptance</b>				
<ul style="list-style-type: none"> <li>Department requests acceptance of the Grant</li> </ul>	<b>X</b>			( ) 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>			<b>X</b>	( ) Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> <li>Additional Funds requested</li> </ul>			<b>X</b>	( ) 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>			<b>X</b>	( ) 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>			<b>X</b>	( ) Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> <li>Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul>			<b>X</b>	( ) 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>		<b>X</b>		( ) 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>	<b>X</b>			( ) 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>	<b>X</b>			
<b>8. Governing Body Resolution/Certification</b>				
<ul style="list-style-type: none"> <li>Department has submitted Resolution/Certification</li> </ul>			<b>X</b>	( ) 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>	<b>X</b>			( ) 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 the Fiscal Year 2023-24 California Office of Traffic Safety (OTS) Grant award of \$1,069,900 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, 2023 through September 30, 2024. There is no match requirement. This is the tenth year the City Attorney's Office has been awarded this grant.

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.

**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 the accompanying grant award between the City of Los Angeles and the California Office of Traffic Safety, and authorize the City Attorney, or designee, to retroactively accept and execute said grant agreement between the Office of the Traffic Safety and the City Attorney's Office; subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney, or designee, to accept the grant award in the amount of \$1,069,900 for funding the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the period of October 1, 2023 to September 30, 2024;
3. Authorize the Controller to:
  1. Establish a receivable within Fund No. 368, Department No. 12 in the amount of \$1,069,900 from the Office of Traffic Safety;
  2. Establish Account No. 12Y231, Impaired Driving Prosecution in the amount of \$1,069,900;
  3. Transfer \$491,494 from Fund No. 368, Department No. 12, Account No. 12Y231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Account No. 001010, Salaries General, for FY 2023-24 salary expenses;
  4. Upon receipt of grant reimbursements and approval of grant expenses, transfer up to \$396,575 from Fund No. 368, Department No. 12, Account No. 12Y231, 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;
4. Authorize the City Council to instruct the City Clerk to place on the agenda for the first regular Council meeting on July 1, 2024, or shortly thereafter, the following action relative to the Alcohol and Drug Impaired Driving Vertical Prosecution Program:  
 "That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$163,831 from Fund No. 368, Department No. 12, Account No. 12Y231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Account No. 001010, Salaries General." For FY 2023-24 salary expenses of the five resolution authorities.
5. 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**

**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 Impaired Driving Prosecution is \$1,069,928 of which \$1,069,900 will be reimbursed by the Office of Traffic Safety. No additional General Fund appropriation is requested at this time. The balance of funds in the amount of \$28 not supported by grant 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.

Roberta Orellana			02/13/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

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

The program's total cost is \$1,069,928, of which \$1,069,900 will be reimbursed by the grant as follows: \$655,325 for salary costs; \$396,575 for related costs; \$8,000 for travel expenses; and \$10,000 for contractual services. Grant funding for salaries and related costs will 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. Funding for the remaining program cost consist of \$28 for related costs is included in the City Attorney's 2023-24 Adopted Budget. No General Fund appropriation is required at this time.

**12. Fiscal Impact Statement** (Continued from Page 2)

The City's Financial Policies require that the City pursue Federal, State, and private grantas, 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 budgeted appropriations will be 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 made by Mayor and Council.