

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0014

Date: May 10, 2024

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom:  Matthew W. Szabo, City Administrative OfficerSubject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE
PACKET FOR THE CALIFORNIA VICTIM COMPENSATION BOARD, VICTIM
ASSISTANCE PROGRAM - JOINT POWERS OF VERIFICATION UNIT (JPVU) FY
2024/25 – 2026/27 GRANT AWARD**

Attached is the Grant Acceptance Packet (Packet) for the California Victim Compensation and Government Claims Board, Victim Assistance Program - Joint Powers of Verification Unit (JPVU) grant of \$2,329,221 awarded to the City from the State Victim Compensation Claims Board (CalVCB). Prior CalVCB grant funds to City were allocated through a sub-award with a grant agreement between the CalVCB and the County of Los Angeles (County). The grant will provide funding to the JPVU Program over a three-year funding cycle from July 1, 2024 through June 30, 2027. There is no match requirement for this grant.

This program assists victims of crimes with obtaining restitution for financial losses resulting from certain violent crimes. The grant funding of \$2,329,221 will provide \$1,791,159 for the following positions: one Administrative Coordinator IV, one Administrative Coordinator III, one Administrative Coordinator II, one Legal Clerk I, and six Witness Service Coordinators. The remaining grant funds will provide \$516,000 for related costs, \$8,700 for training expenses, \$3,000 for equipment rental, \$8,532 for office supplies, and \$1,830 for cellular telephone costs. The total program cost is \$2,897,230 and consists of \$2,329,221 in grant funds and \$568,009 in related costs not covered by the grant, but provided in the City Attorney's Adopted Budget. There is no additional impact on the General Fund.

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. 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

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

MWS:EFR:04240118

Attachments

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: March 11, 2024	
Grant Award Title: Victim Assistance Program - Joint Powers of Verification Unit (JPVU) FY24/25 to FY26/27		Grant Amount: \$2,329,221 Prior Grant Award(s): \$776,407	
Awarding Agency: California Victim Compensation Board			
Grant Agreement Number/Reference: VCB-7870/C.F. 24-0368	Performance Start Date: July 1, 2024	Performance End Date: June 30, 2027	
<p>Purpose: The Office of the City Attorney requests authority to accept a grant award of \$2,329,221 from the California State Victim Compensation Board (CalVCB) for the Joint Powers of Verification Unit (JPVU) for a grant renewal for a three-year funding cycle, with a performance period from July 1, 2024 through June 30, 2027.</p> <p>The total program cost is \$2,897,230 and consists of \$2,329,221 in grant funds and \$568,009 in related costs not covered by the grant. These costs are anticipated to be covered in the City Attorney's Adopted Budget. There is no match required 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 the California State Victim Compensation Board (CalVCB) grant award of \$2,329,221 to support the Victim Assistance Program - Joint Powers of Verification Unit (JPVU) for a three-year performance period from July 1, 2024 through June 30, 2027. There is no match requirement for this grant.

Under the State of California Government Code Section 13950, restitution may be provided to State residents who are victims of crimes from certain violent criminal acts. Under this provision, these victims of crimes may be eligible to receive monetary compensation for unreimbursed losses directly resulting from those crimes. The City's JPVU is responsible for the expedited verification and reimbursement of such claims filed by these victims of crimes within the City. In 2022-23, the JPVU processed 1,631 new claims and 2,826 bills related to medical and mental health expenses, loss of support, wage loss, funeral and burial costs, and relocation expenses. The value of FY 2022-23 claims processed exceeds \$2.25 million.

(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. Accept and execute the grant award agreement in the amount of \$2,329,221 for funding in support of the Joint Powers of Verification Unit for a three-year funding cycle, from July 1, 2024 to June 30, 2027, subject to the approval of the City Attorney as to form;
 - b. Accept the grant award in the amount of \$2,329,221 from the State of California Victim Compensation Board (CalVCB);
2. Authorize the Controller to:
 - a. Establish a receivable within City Attorney Grants Fund No. 368 in the amount of \$2,329,221 from the CalVCB;
 - b. Establish a new appropriation account in FY24-25 within City Attorney Grants Fund No. 368 as follows:
Account No. 12A512 – Joint Powers of Verification Unit FY2024/25 - FY2026/27 - \$2,329,221

(Continued on Page 3)

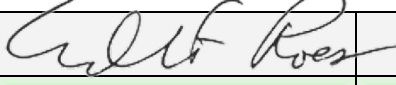
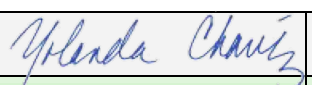
12. Fiscal Impact Statement

☒ **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 Victim Assistance Program - Joint Powers of Verification Unit (JPVU) is \$2,897,230, of which \$2,329,221 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 are included in the City Attorney's Adopted Budget. There is no match requirement.

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. 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. ID 04240118

Ed Roes			05/09/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

The grant of \$2,329,221 will result in a grant agreement between the CalVCB and the City and a one-time acceptance process for the entire three-year funding cycle. Prior CalVCB funding to the City were awarded to the County and passed through to the City as sub-awards. The City was required to request annual acceptance of the grant funds.

The total program cost is \$2,897,230 of which \$2,329,221 is reimbursable to the City as follows: \$1,791,159 in salaries, \$516,000 in related costs, \$8,700 for training expenses, \$3,000 for printing and photocopying, \$8,532 for office supplies, and \$1,830 for cellular telephone costs. The grant award will provide funding for one City Attorney Administrative Coordinator IV, one City Attorney Administrative Coordinator III, one City Attorney Administrative Coordinator II, one Legal Clerk I, and six Witness Service Coordinators.

The total related costs is \$1,084,009, of which \$516,000 in fringe benefit costs is covered by the grant. The remaining related costs of \$568,009 not covered by the grant will be provided in the City Attorney Adopted Budget. There is no additional impact to the General Fund. There is 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)

3. Authorize the City Council to instruct the City Clerk to place on Council Agenda for July 1, 2024, the following action relative to the Joint Powers of Verification Unit program:
 - a. Upon receipt of grant funds and approval of grant expenses, transfer up to \$595,241 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12Y512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Account No. 001010 – Salaries General as reimbursement for City Attorney salary expenses of the eight (8) resolution authorities;
 - b. Upon receipt of grant funds and approval of grant expenses, transfer up to \$1,812 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Revenue Source Code 5427 - Reimbursement from Grants for salary expenses of the two (2) grant reimbursed regular authorities;
 - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$516,000 from City Attorney Grants Fund No. 368, Department 12, Account No. 12A512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Revenue Source Code 5346 – Related Cost Reimbursements - Grant Funds for related costs.

4. Authorize the City Council to instruct the City Clerk to place on Council Agenda for July 1, 2025, the following action relative to the Joint Powers of Verification Unit program:

- a. Upon receipt of grant funds and approval of grant expenses, transfer up to \$595,241 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Account No. 001010 – Salaries General as reimbursement for City Attorney salary expenses of the eight (8) resolution authorities;
- b. Upon receipt of grant funds and approval of grant expenses, transfer up to \$1,812 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Revenue Source Code 5427-Reimbursement from Grants for salary expenses of the two (2) grant reimbursed regular authorities.

5. Authorize the City Council to instruct the City Clerk to place on Council Agenda for July 1, 2026, the following action relative to the Joint Powers of Verification Unit program:

- a. Upon receipt of grant funds and approval of grant expenses, transfer up to \$595,241 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Account No. 001010 – Salaries General as reimbursement for City Attorney salary expenses of the eight (8) resolution authorities;
- b. Upon receipt of grant funds and approval of grant expenses, transfer up to \$1,812 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A512 – Joint Powers of Verification Unit to General Fund No. 100, Department No. 12, Revenue Source Code 5427-Reimbursement from Grants for salary expenses of the two (2) grant reimbursed regular authorities.

6. Adopt the Resolution attached to the City Attorney transmittal as required by the State of California Victim Compensation Board for receipt of the grant award; and,

7. 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 as of: 5/9/2024

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: 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: 03/15/2024	

Grant Information

Name of Grantor:		Pass Through Agency:	
State of California Victim Compensation Board			
Grant Program Title:		Notification of Award Date:	
Joint Powers Verification Unit FY2024/25-FY2026/27		03/11/2024	
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:	
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$2,329,221	\$0	\$568,009
			Total Project Budget:
			\$2,897,230

Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
ACIV	3,225			1% FTE Program Director
ACIII	2,211			1% FTE Program Manager
ACII	352,602			100% FTE Project Supervisor
Witness Service Coordinators (WSC)	1,295,940			6 x 100% FTE Verifiers
Legal Clerk (LC)	137,181			100% FTE Support staff
Materials/Supplies				
Equipment Rental	3,000			Konica Copier
Telephone	1,830			Cell phone
Training	8,700			Self Care Training
Office Supplies	8,532			
Other Costs				
CAP41 Fringe Benefits	516,000		264,587	43.58%
CAP41 Indirect Costs			303,422	16.94%
Total	\$2,329,221	\$0	\$568,009	

Approved Project

Descriptive Title of Funded Project: Joint Powers Verification Unit FY2024/25-FY2026/27			
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start: 07/01/2024	End: 06/30/2027	Affected Council District(s): all	
		Affected Congressional District(s): all	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
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.

JPVU enhances the City's existing services by allowing the program to expedite the "Victims of Crime Compensation Claims" verification and reimbursement process for victims who are entitled to financial assistance. The JPVU grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under this code, certain victims of crime may receive payment for unreimbursed losses directly resulting from a crime.

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. Accept and execute the grant award agreement in the amount of \$2,329,221 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2024 to June 30, 2027, subject to the approval of the City Attorney as to form;
 - b. Accept the grant award in the amount of \$2,329,221 from the State of California Victim Compensation Board;
 - 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 \$2,329,221 from the State of California Victim Compensation Board;
 - b. Establish a new appropriation account in FY2024/25 within Fund 368 as follows:
Account 12A512 – Joint Powers of Verification Unit FY2024/25, FY2025/26, FY2026/27 - \$2,329,221
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 Joint Powers of Verification Unit program:
 - a. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$595,241 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the eight (8) resolution authorities;
 - b. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$1,812 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the two (2) grant reimbursed regular authorities.
 - c. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$516,000 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from
4. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2025, the following action relative to the Joint Powers of Verification Unit program:
 - a. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$595,241 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the eight (8) resolution authorities;
 - b. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$1,812 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the two (2) grant reimbursed regular authorities.
5. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2026, the following action relative to the Joint Powers of Verification Unit program:
 - a. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$595,241 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the eight (8) resolution authorities;
 - b. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$1,812 from Fund 368, Department 12, Account 12A512 – Joint Powers of Verification Unit to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the two (2) grant reimbursed regular authorities.
6. ADOPT the attached Resolution requested by the State of California Victim Compensation Board for receipt of the grant award.

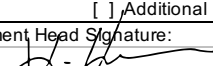
Fiscal Impact Statement

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 Joint Powers of Verification Unit program is \$2,897,230 of which \$2,329,221 will be reimbursed by the State of California Victim Compensation Board. The General fund contribution is \$568,009 in fringe and related costs (CAP 41) which will be included in the City Attorney adopted 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:

X Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
X Grant Project Cost Breakdown (Excel Document)	X Copy of Grant Agreement (if applicable)
X Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)
Department Head Name: Kyle Kirkpatrick	Department Head Signature:  Date: 5/9/24

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:

Date: