

Office of the Los Angeles City Attorney  
Hydee Feldstein Soto

**MEMORANDUM**

To: The Honorable Karen Bass  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012

Honorable Members of City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012

From: Kyle Kirkpatrick, Grants Coordinator 

Date: February 20, 2024

Re: Victim Assistance Program (VAP) - 2024 Los Angeles County Victim Services (XC) Grant

The Office of the City Attorney is transmitting herewith for Mayor and City Council consideration grant funding totaling \$1,340,054 for FY2023/24 for 12 months from January 1, 2024 through December 31, 2024 under the City of Los Angeles County Victim Services ("XC") Program. This will allow the continued operation of the XC Program to address gaps in victim services/needs assessed by the Victim Services Steering Committee composed of local stakeholders.

Since its inception, the XC grant program, program staff have served 23,075 new and continuing crime victims through the following services: 21,670 assists with filing for California Victim Compensation Board applications, of which 6,707 applications were filed; 19,708 information and referrals; 2,304 personal advocacy and accompaniment; 5,883 emotional support or safety services; 3,525 referrals and assistance to shelter/housing services; and 3,863 criminal justice system assistance.

Through FY 2023/24 funding, the City Attorney's Office, through its Victim Assistance Program (VAP), will maintain and ensure coverage of five (6) full-time victim assistance advocates across LAPD stations. In addition, XC grant funds will provide ongoing support of partial funding for one Administrative Coordinator III, and partial funding for one Administrative Coordinator IV to provide comprehensive programmatic and fiscal oversight.

Existing XC grant subrecipient agencies will also continue to provide enhanced direct services to underserved victim populations (including domestic violence, children exposed to trauma/violence, and human trafficking). These subrecipient service providers were selected through a competitive RFP process and include Peace Over Violence, Journey Out, and the Children's Institute, Inc.



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

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:	<a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a>	Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail:	<a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a>	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney			Date: 01/04/2024

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

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
ACIV	83,878			50% FTE Program Director
ACIII	7,691			5% FTE Program Manager
Witness Service Coordinators (WSC)	402,885			6 x 100% FTE
Materials/Supplies				
Equipment Rental				Konica Copier
Telephone	3,000			Cell phone
Training/Travel	6,050			Self Care Training
Office Supplies	3,567			Laptop with software, Printing, Misc.
Database	10,000			
Victim Emergency Fund	1,500			
Contratual Services				
Peace Over Violence	202,000			
Journey Out	202,000			
Children Institute Incorporated	202,000			
Other Costs				

CAP41 Fringe Benefits	215,483			43.58%
CAP41 Indirect Costs			83,761	16.94%
Total	\$1,340,054	\$0	\$83,761	

### Approved Project

Descriptive Title of Funded Project: XC Victim Services 2024

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

Start: 01/01/2024 End: 12/31/2024 Affected Council District(s): all

Affected Congressional District(s): all

Purpose:

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

Identify External Partners:

Peace Over Violence, Journey Out, and Children Institute Incorporated

### Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

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

### Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
  - a. Execute the grant agreement between CalOES s and the City Attorney's Office;
  - b. Accept the grant award in the amount of \$1,340,054 from the CalOES.
2. AUTHORIZE the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$1,340,054 from CalOES;
  - b. Establish a new appropriation account within Fund 368 as follows:  
Account 12Y322 – Victim Assistance XC Program 2024 - \$1,340,054
  - c. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$45,785 from Fund 368, Department 12, Account 12Y322 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the two grant reimbursed regular authorities;
  - d. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$201,443 from Fund 368, Department 12, Account 12Y322 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the 6 resolution authorities;
  - e. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$215,483 from Fund 368, Department 12, Account 12Y322 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the Victim Assistance XC Program 2024.
3. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2024, the following action relative to the Victim Assistance XC Program 2024:
  - a. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$45,784 from Fund 368, Department 12, Account 12Y322 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the two grant reimbursed regular authorities;
  - b. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$201,442 from Fund 368, Department 12, Account 12Y322 – Victim Assistance XC Program 2024 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the 6 resolution authorities.
4. AUTHORIZE the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

### Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

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

### Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

☒ Grant Award Notification and Acceptance

☒ Copy of Award Notice

☒ Grant Project Cost Breakdown (Excel Document)

☐ Copy of Grant Agreement (if applicable)

☒ Detail of Positions and Salary Costs (Excel Document)

☐ Additional Documents (if applicable)

Department Head Name:

Department Head Signature:

Date:

Kyle Kirkpatrick



2/20/2024

### 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:

Grant Name: VAP XC 2024		Department: City Attorney			
Grant Project Breakdown		Additional Costs**			
	Grant Funds	City Funds	Non-City Funds	Total	Comments
<b>Salaries</b>					
1010 Salaries General	494,454			\$ 494,454	
1020 Salaries Grant Reimbursed				\$ -	
1070 Salaries As Needed				\$ -	
1090 Overtime				\$ -	
<b>Salaries Total:</b>				\$ -	
<b>Related Costs*</b>		<b>CAP Rate</b>			
Fringe Benefits	43.58%	215,483		\$ 215,483	
Department Administration	12.60%		62,301	\$ 62,301	
Central Services	4.34%		21,459	\$ 21,459	
<b>Related Costs Total:</b>	\$	709,937	\$ 83,761	\$ 299,244	
<b>Expense</b>					
2120 Printing & Binding				\$ -	
2130 Travel/ Training	6,050			\$ 6,050	
3040 Contractual Services	606,000			\$ 606,000	
3310 Transportation				\$ -	
4160 Governmental Meetings				\$ -	
6010 Office Supplies	6,567			\$ 6,567	Office supplies and cell phones
6020 Operating Supplies				\$ -	
7300 Equipment				\$ -	
Victim Emergency Fund	1,500			\$ 1,500	
Database	10,000			\$ 10,000	
<b>Expenses Total:</b>	\$630,117	\$0		\$630,117	
<b>Grand Total:</b>	\$ 1,340,054	\$83,761	\$0	\$1,423,815	

\*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor.  
CAP rates should be applied to Gross Salaries (including Compensated Time Off.)

\*\*Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.

Department: City Attorney  
Project Name: VAP XC 2024

Job Classification	Grant Funding			Reimbursable*		Other Funding Sources		Non-City		Comments
						City	Non-Reimbursable**			
	Total	New	Existing	No.	Cost	No.	Cost	No.	Cost	
Administrative Coordinator IV (0570)	1		1	0.5	83,878	1	167,756			DPO 50% Billed
Administrative Coordinator III (0569)	1		1	0.05	7,691	1	153,820			DPO 5% Billed
Witness Service Coordinators (0531)	6		6	6	402,885	1	402,885			PAR CF18-1228

**Total:** 8 - 8.00 6.55 494,454 3 724,461

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel.

\*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.

\*\*Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.

December 8, 2023

Derek Tennell  
Program Director  
Los Angeles, City of - Office of the City Attorney  
211 North Figueroa Street , Suite 100  
Los Angeles, CA 90012-2639

Subject:       **Grant Subaward Application Approval**  
County Victim Services Program  
Grant Subaward #: XC23 06 7250

Dear Derek Tennell:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$1,340,054, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Please contact your Program Specialist Olga Stupak, at [Olga.Stupak@caloes.ca.gov](mailto:Olga.Stupak@caloes.ca.gov) with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

December 8, 2023

Derek Tennell  
Program Director  
Los Angeles, City of - Office of the City Attorney  
211 North Figueroa Street , Suite 100  
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Please contact your Program Specialist Olga Stupak, at [Olga.Stupak@caloes.ca.gov](mailto:Olga.Stupak@caloes.ca.gov) with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file  
Program Specialist



Cal OES #	037-44000-16	FIPS #	037-44000	VS#		Subaward #	XC23 06 7250
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## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

MS TL

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** City Of Los Angeles **1a. UEI#:** ZRXCMNNSUEJ1

2. **Implementing Agency:** Office Of the Los Angeles City Attorney **2a. UEI#:** WT4DW46STJ35

3. **Implementing Agency Address:** 200 N. Main Street, Room 800 Los Angeles 90012-4110  
(Street) (City) (Zip+4)

4. **Location of Project:** 221 N. Figueroa Street Los Angeles 90012-2639  
(City) (County) (Zip+4)

5. **Disaster/Program Title:** XC - County Victim Services Program **6. Performance/Budget Period:** 1/1/2024 to 12/31/2024  
(Start Date) (End Date)

7. **Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 16.94 %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	VOCA		\$1,340,054					\$1,340,054
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>		\$1,340,054	\$1,340,054				\$1,340,054

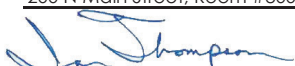
**13. Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

**14. CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

**15. Official Authorized to Sign for Subrecipient:**

Name: Hydee Feldstein Soto Title: City Attorney

Payment Mailing Address: 200 N Main Street, Room #800 City: Los Angeles Zip Code+4: 90012-4110

Signature:  Date: 10/26/23

16. **Federal Employer ID Number:** 956000735

**(FOR Cal OES USE ONLY)**

I hereby certify, upon my personal knowledge that budgeted funds are available for the period of this expenditure stated above.

Designed by Mary Rucker  
(Cal OES Fiscal Officer) (Date)

Designed by Heather Carlson  
(Cal OES Director or Designee) (Date)

DS  
JH

ENY: 2023-24 Chapter: 12 SL: 18403  
Item: 0690-102-0890 Pgm: 0385  
FAIN #: 15POVC-23-GG-00432-ASSI 10/01/22-09/30/26  
Fund: Federal Trust Fund AL#: 16.575  
Program: County Victim Services Program  
Match Req.: 20%, C/IK based on TPC-Match Waived  
Project ID: OES23VOCA000012  
SC: 2023-18403 Amount: \$1,340,054

Received by CalOES, Lorna Allen  
Mail log #: 229137, Friday, October 27, 2023

Grant Subaward Face Sheet Cal OES 2-101 (Revised 6/2023)

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

**1. Cal OES Contact Information Section:**

Governor's Office of Emergency Services  
Nancy Ward, Director  
3650 Schriever Avenue  
Mather, CA 95655  
(916) 845-8506 (phone)

**2. Federal Awarding Agency Section:**

<b>Fund Year</b>	<b>Federal Program Fund / AL#</b>	<b>Federal Awarding Agency</b>	<b>Total Federal Award Amount</b>	<b>Total Local Assistance Amount</b>
2023	Victims of Crime Act (VOCA) / 16.575	Office for Victims of Crime	\$153,789,867	\$147,638,272

**3. Project Description Section:**

- Project Acronym (Please choose from drop down):  
County Victim Services Program (XC)
- Project Description (Please type the Project Description):

Provides one-time federal VOCA funding to each of California's 58 counties and City of Los Angeles to help fill self-identifies victim services gaps/needs.

**4. Research & Development Section:**

- Is this Subaward a Research & Development grant?  
Yes ☐ No ☒



## Grant Subaward Contact Information

Grant Subaward #: 2020-V2-GX-0031 — 15POVC-21-GG-00613-ASSI- XC23 06 7250 *CS*

Subrecipient: LOS ANGELES CITY

1. **Grant Subaward Director:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR  
Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG  
Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

2. **Financial Officer:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR  
Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

3. **Programmatic Point of Contact:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR  
Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG  
Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

4. **Financial Point of Contact:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR  
Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: MICHELLE MCGINNIS Title: CHIEF, CRIMINAL AND SPECIAL LITIGATION BRANCH  
Telephone #: (213) 978-8100 Email Address: MICHELLE.MCGINNIS@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: HYDEE FELDSTEIN SOTO Title: CITY ATTORNEY  
Telephone #: (213) 978-8100 Email Address: HYDEEFELDSTEINSOTO@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: PAUL KREKORIAN Title: CITY COUNCIL PRESIDENT  
Telephone #: (213) 473-7002 Email Address: councilmember.Krekorian@lacity.org  
Address/City/ Zip Code (9-digit): 200 N. Spring St., Room 435, LOS ANGELES, CA 90012-4110



## Grant Subaward Signature Authorization

Grant Subaward #: 2020-V2-GX-0031 15POVC-21-GG-00613-ASSI- XC23 06 7250 *CS*

Subrecipient: ~~OFFICE OF THE LOS ANGELES CITY ATTORNEY~~

Implementing Agency: ~~Office of the Los Angeles City Attorney~~

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

### Grant Subaward Director:

Printed Name: Derek Tennell

Signature: *Derek Tennell*

Date: 08/11/2023

### Financial Officer:

Printed Name: Michiko Reyes

Signature: *Michiko M Reyes*

Date: 08/11/2023

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Angela Moreno*

Printed Name: Angela Moreno

Signature: *Ian Thompson*

Printed Name: Ian Thompson

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Candy Pabalan*

Printed Name: Candy Pabalan

Signature: *Kyle Kirkpatrick*

Printed Name: Kyle Kirkpatrick

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

## Grant Subaward Certification of Assurance of Compliance

Subrecipient: Los Angeles City

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	County Victim Services (XC) Program	XC23 06 7250	01/01/2024 - 12/31/2024
2			
3			
4			
5			
6			

I, Hydee Feldstein Soto (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

### I. **Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

### II. **Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

### III. **Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature:	
Official Designee's Typed Name:	Hydee Feldstein Soto
Official Designee's Title:	City Attorney
Date Executed:	10/26/2023
<b>AUTHORIZED BY:</b>	
<p>I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.</p>	
<input checked="" type="checkbox"/> City Financial Officer <input type="checkbox"/> City Manager <input type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer <input type="checkbox"/> County Manager
Signature:	Patricia J. Huber <small>Digitally signed by Patricia J. Huber Date: 2023.10.26 11:44:44 -07'00'</small>
Typed Name:	Matthew W. Szabo
Title:	City Administrative Officer (City Financial Officer)
Date Executed:	10/26/2023



## Federal Fund Grant Subaward Assurances Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Subrecipient: LOS ANGELES CITY

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	County Victim Services (XC) Program	XC23 06 7250	01/01/2024 - 12/31/2024
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

### 1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

☒ Subrecipient expends \$750,000 or more in federal funds annually.

☐ Subrecipient does not expend \$750,000 or more in federal funds annually.

### 2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES



for guidance, and may not proceed without the express prior written approval of Cal OES.

### **3. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

### **4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).



Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## **5. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## **6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

## **7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

**9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**11. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **12. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## **13. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **14. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **15. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

## 16. Employment Eligibility Verification for Hiring under the Grant Subaward

### a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

### c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

- 3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- 4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.
- 5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## **17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.



## **18. All Grant Subawards Must Have Specific Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "Lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

## **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.



Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

#### 24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

#### 25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

#### 26. Federal Funding Accounting and Transparency Act (FFATA)

- | Yes                      | No                                  |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?                             |
| <input type="checkbox"/> | <input type="checkbox"/>            | If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue? |
| <input type="checkbox"/> | <input type="checkbox"/>            | If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?    |

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

#### CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: 

Official Designee's Typed Name: Hydee Feldstein Soto

Official Designee's Title: City Attorney

Date Executed: 10/26/23



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Los Angeles City		Grant Subaward #: XC23 06 7250	
A. Personnel Costs - Line-item description and calculation		23 VOCA	Total Amount Allocated
(1) Administrative Coordinator IV (AC IV) @ 49%		\$83,878	\$83,878
(1) Administrative Coordinator III (ACIII) @ 6%		\$7,691	\$7,691
(6) Victim Service Coordinator @ 100%		\$402,885	\$402,885
<b>Employee Benefits (CAP41) Breakdown</b> Retirement (Civilians) 26.76% Flex Benefits Program 11.16% Employee Assistance 0.01% Ordinance Life Insurance 0.08% Medicare 1.27% Union Sponsored Benefits 0.03% Unused Sick/Vacation Payout 1.11% Unemployment Claims Worker's Compensation 1.47% Subtotal Carry Forward, Positive 1.68% <b>TOTAL 43.58%</b>		\$215,483	\$215,483
CITY'S IN-KIND MATCH Community Volunteer Time			
Personnel Costs Fund Source Totals		\$709,937	\$709,937
<b>PERSONNEL COSTS CATEGORY TOTAL *</b>			\$709,937

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**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Los Angeles City		Grant Subaward #: XC23 06 7250	
B. Operating Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated	
<b>Office Supplies</b> \$83.33 per month x 12 month to pay for general office supplies (ie., paper, binders, pens, ink/toner etc.)	\$1,000	\$1,000	
<b>Victim Emergency Fund/ Petty Cash</b> \$125.00/month x 12 months monetary emergency assistance for victims	\$1,500	\$1,500	
<b>Office Supplies (Laptops and Software Update)</b> \$2,067 for a laptop computer and software and cable	\$2,067	\$2,067	
<b>Cellphone Services</b> 1AC IV @ \$ 19.00/ month X 12 months X 50% FTE 1 AC III @ \$ 5.00/ month X 12 months X 5% FTE 6 advocates @ \$ 37.67/ month X 12 months X 100% FTE.	\$3,000	\$3,000	
<b>Database Program</b> \$833.33/ month x 12 months for hosting/maintenance costs	\$10,000	\$10,000	



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: Los Angeles City		Grant Subaward #: XC23 06 7250	
B. Operating Costs - Line-item description and calculation		23 VOCA	Total Amount Allocated
<b>Printing</b> \$41.67/month x 12 months Program brochures, business cards, leaflets, mini-outreach cards		\$500	\$500
<b>Contractual Services</b> Childrens Institute \$202,000 JourneyOut \$202,000 Peace Over Violence \$202,000		\$606,000	\$606,000
<b>Self Care Training</b> Vicarious Trauma training		\$2,050	\$2,050
<b>Travel Training</b> Advocate Entry Level Training (2 Staff members \$2,000 per person)		\$4,000	\$4,000
Operating Costs Fund Source Totals		\$630,117	\$630,117
<b>OPERATING COSTS CATEGORY TOTAL</b> *			\$630,117

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## Grant Subaward Budget Pages

## Multiple Fund Sources

Subrecipient: Los Angeles City		Grant Subaward #: XC23 06 7250	
C. Equipment Costs - Line-item description and calculation		23 VOCA	Total Amount Allocated
Equipment Costs Fund Source Totals			
EQUIPMENT COSTS CATEGORY TOTAL			

<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>21 VOCA</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$1,340,054</b>	<b>\$1,340,054</b>

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# Budget Summary Report

**XC23 County Victim Services Program**

**Subaward#: XC23 06 7250**

**Los Angeles, City of**

**Subaward Period: 01/01/24 - 12/31/24**

County Victim Services Program

**Latest Request:**

## **A Personnel Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23VOCA	709,937	0	709,937	0	709,937
<b>Total A Personnel Services - Salaries/Employee Benefits</b>		<b>709,937</b>	<b>0</b>	<b>709,937</b>	<b>0</b>	<b>709,937</b>

## **B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23VOCA	630,117	0	630,117	0	630,117
<b>Total B. Operating Expenses</b>		<b>630,117</b>	<b>0</b>	<b>630,117</b>	<b>0</b>	<b>630,117</b>

## **C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23VOCA	0	0	0	0	0
<b>Total C. Equipment</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<u>F/S/L</u>	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
<b>Total</b>						

## Budget Summary Report

**XC23 County Victim Services Program**

**Subaward#: XC23 06 7250**

**Los Angeles, City of**

**Subaward Period: 01/01/24 - 12/31/24**

County Victim Services Program

**Latest Request:**

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>1,340,054</b>	<b>0</b>	<b>1,340,054</b>	<b>0</b>	<b>1,340,054</b>
<b>Total Project Cost:</b>	<b>1,340,054</b>	<b>0</b>	<b>1,340,054</b>	<b>0</b>	<b>1,340,054</b>



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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### **Budget Narrative**

The funding received from the XC grant from Cal OES allows the Office of the Los Angeles City Attorney Victim Assistance Program, the lead agency administering XC grant funds, to pay for personal and operating expenses during the one-year grant period of January 1, 2023 to December 31, 2023.

### **Personal Services**

#### **Los Angeles City Attorney's Office:**

- **Administrative Coordinator IV (AC IV) at 49% FTE= \$83,878**

Salary breakdown:

- 12 months @ \$6,989.83 per month = \$83,878

As the lead agency's director, the AC IV position will be responsible for the programmatic and administrative duties related to the XC project, such as meetings and site visits with subgrantee agencies.

- **Administrative Coordinator (AC III) @ 6% FTE = \$7,691**

Salary breakdown:

- 12 months (January – December 2023) @ \$7,691





## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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The AC III position will assist the Program Director in the day-to-day supervision of the programs' operations of the XC grant. Duties and functions will entail coordination of all XC grant performance and administrative duties.

- **Victim Service Coordinator (VSC) @ 100% FTE = \$402,885**

Salary breakdown = \$67,147.50 x 6 VSCs

- 12 months (January – December 2023) @ \$67,147.50 = \$402,885

The six (6) full-time VSCs will be responsible to provide assistance to all victims of crime (robbery/assault, drunk driving and hit and run, sexual assault, domestic violence, child and elder abuse, human trafficking and hate crimes).

The salaries of six (6) full-time coordinators will staff unserved LAPD divisions. Each coordinator is responsible for providing specific delivery of mandated comprehensive and optional services critical to crime victims in unserved LAPD stations and its surrounding communities. Program activities and services provided include: crisis intervention counseling; emergency assistance; follow-up counseling; resource referrals; criminal justice orientation and court support; criminal court case information; restitution and victim impact statement assistance; and assistance in filing for the California victims of crime compensation claims.

## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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- **Employee Benefits = \$215,483**

- Total salary (\$494,454) x CA41 Rate (43.58%) = \$215,483

The Los Angeles City Attorney's Office has a federally approved CAP 41 cost allocation plan rate @ 43.58%.

### Operating Expenses

- **Office Supplies: \$1,000**

- \$83.33 per month x 12 months = \$1,000

Pays for general office supplies (paper, binders, pens, ink/toner, etc.) and replace one laptop and minicomputer with software.

- **Emergency Fund: \$1,500**

- \$125.00 per month x 12 months = \$1,500

Pays for emergency food, shelter, and transportation needs of victims served by XC coordinators.

- **Office Supplies (Laptops and Software): \$2,067**

- \$2,067 for one computer and for software and cable.

- **Cell Services: \$3,000**

- Administrative Coordinator IV (AC IV) @ \$19.00 per month x 12 months = \$228.00



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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- Administrative Coordinator II (AC III) @ \$5.00 per month x 12 months  
= \$60.00
- Victim Service Coordinator (VSC) @ \$37.67 per month x 12 months x  
6 VSC = \$2,712.00
- **Database Program: \$10,000**
  - \$833.33 / month x 12 months for annual cloud hosting and  
maintenance costs with upgrades.
- **Contractual Services: \$606,000**
  - Subcontracted agencies based on identified victim services gaps  
selected through a competitive RFP process to address case  
management services, direct and virtual services, and emergency  
services.
- **Printing: \$500**
  - \$41.67 / month x 12 months update program brochures, business  
cards, and leaflets to include new City Attorney's name.



## Grant Subaward Budget Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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- **Self-Care Training: \$2,050**

- \$170.83 / month x 12 months for Vicarious Trauma training.

- **Travel Training: \$4,000**

- Entry Level Advocate Training @ \$2,000 per advocate x two advocates = \$4,000



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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### **PROJECT NARRATIVE**

#### **Problem Statement:**

The City of Los Angeles is located in Los Angeles County. Los Angeles sits in one of the most ethnically diverse counties in the United States. Los Angeles Combined Statistical Area (CSA) is the third largest in the world, after Greater Tokyo and New York.

Through the County Victim Services (XC) Program grant funds (January 1, 2024 – December 31, 2024), will provide assistance to individuals impacted by crime. The program will provide comprehensive services to victims of the following crimes, including: victims of domestic violence, sexual assault, child abuse, robbery/assaults, child endangerment and abandonment, human trafficking, surviving family members of homicide victims, drunk driving and hit & run victims, hate crimes, and elder abuse in the City of Los Angeles.

#### **Plan:**

The City of Los Angeles is currently an XC grant funding Subrecipient. The City of Los Angeles will utilize XC grant funds to provide vital resources that address outstanding service gaps and needs involving select victim populations



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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within the City of Los Angeles, as identified by the XC Victim Services Steering Committee ("VSSC").<sup>1</sup>

Through XC VOCA 23 grant funds (January 1, 2024 – December 31, 2024), government agencies and community-based organizations in the Los Angeles area will continue to work cooperatively and collaboratively to provide assistance to individuals impacted by crime.

XC grant resources will ensure more timely and specialized critical service delivery for under-resourced victim populations, as further described below. Goals will include increased direct victim services, enhanced case management to meet victim's individual needs, increased multi-agency collaboration, increased service provider cultural competency skills, and enhanced community capacity to support victims throughout the criminal justice process. Additional XC grant objectives will include new trainings, new protocols, new case management, new victim outreach materials, and

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<sup>1</sup> The VSSC is a cross-sector, multi-agency stakeholder group assembled under the XC grant partnership that includes mandatory representation from the following entities: City of Los Angeles's Department of Aging, Child Protective Services, Los Angeles City Attorney's Office, Mental Health Department, Los Angeles Police Department, Cal OES-funded Victim Witness Program Project, Cal OES-funded Domestic Violence Assistance Program Project, and Cal OES-funded Rape Crisis Program Project.



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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increased awareness citywide regarding victim services and wraparound services.

### **Lead Agency to Administer XC Grant:**

In furtherance of XC grant objective goals, the City of Los Angeles will re-convened with the VSSC steering committee, and comprised of the mandatory representatives outlined by Cal OES in the XC RFA for CY 2024.<sup>2</sup>

The City Attorney's Victim Assistance Program, which provides direct comprehensive services to victims, will serve as the XC grant's point of contact under Program Director, Derek Tennell. The Office of the City Attorney Victim Assistance Program is the lead agency of the City of Los Angeles XC grant program. The primary responsibility of the lead agency is to administer the City of Los Angeles XC grant program which includes the distribution of XC grant funding. The lead agency will also select the participating agencies that will receive City of Los Angeles XC grant funding.

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<sup>2</sup> The City of Los Angeles's Steering Committee included mandatory representation from the following entities: City of Los Angeles's Department of Aging, Child Protective Services, Los Angeles City Attorney's Office, Mental Health Department, Los Angeles Police Department, Cal OES-funded Victim Witness Program Project, Cal OES-funded Domestic Violence Assistance Program Project, and Cal OES-funded Rape Crisis Program Project.



## **Grant Subaward Programmatic Narrative**

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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### **Victim Service Gaps/Needs Identified by the VSSC:**

These victim service gaps/needs identified include increased services to the following: Case Management Services, Emergency Services, and Direct and Virtual Services to all crime type victims.

The City Attorney's Office will distribute portions of the XC grant funds to other victim service providers and/or community-based organizations dedicated to providing direct services to crime victims. All agencies sharing a portion of the distributed funds will be responsible for the specific delivery of specialized and comprehensive services vitally needed by victims of various crimes.

### **CITY OF LOS ANGELES XC PROGRAM PLAN**

Through XC funding, the City of Los Angeles will continue building upon, and strengthening, the availability of services to crime victims by addressing the victim services gaps/needs in its jurisdiction as collectively identified and agreed upon by all members of the VSSC. Grant funds will facilitate collaborative and coordinated efforts for a multi-agency response to provide effective, timely, culturally appropriate, trauma-informed supportive care with outcomes that improve the short-and long-term health, safety and well-being of victims where





## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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gaps in services/needs have been identified. The victim population intended to be served includes, Case Management; Emergency Services, and Direct and Virtual Services.

### **Distribution of Funds:**

As a subgrant award recipient and lead agency, the Los Angeles City Attorney's Office will administer the distribution of XC funds to focus on the needs of one or more of the following gaps in services and needs associated with victims of crime: Case Management Services; Emergency Services, and Direct and Virtual Services. Funding will be distributed and shared with selected participating agencies. These organizations (government or community-based) will provide direct services to crime victims while addressing the identified gaps/needs in the City of Los Angeles. In addition, funds from the grant will be used for victim to access VAP advocates throughout the City by continuing to staff LAPD divisions.

The selected agencies will be receiving the funding as described below, which represents the distribution of funds based on the XC Grant CY 2024:

## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

Subrecipient: City of Los Angeles

IDENTIFIED GAPS IN SERVICES/NEEDS	FUNDS	TOTAL PROJECT
<u>VAP Advocates at LAPD Stations</u>		
LA City Attorney VAP Advocates (includes Personnel and Operating Expenses)	\$734,055	\$734,055
<u>Case Management Services, Emergency Service, and Direct and Virtual Services</u>	\$606,000	\$606,000
	<b>\$1,343,620</b>	<b>\$1,343,620</b>

Each partnering agency receiving funds will submit a plan outlining the identified gaps in services/needs they will address. This includes a budget based upon a one-year funding cycle of CY January 1, 2024 to December 31, 2024. In addition, the plan included:

- The identified gaps in needs/services agreed upon by the VSSC committee.
- A Case Management Supportive Care component that includes a multitude of support services to provide effective, culturally appropriate, trauma informed, mental health counseling (both short-and long-term), safety and well-being outcomes.
- A multi-agency collaborative working relationship established between law enforcement, prosecution, social services, victims services providers

## **Grant Subaward Programmatic Narrative**

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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and Los Angeles City Attorney VAP Coordinators, to coordinate service delivery, identification of victims and early intervention. This approach lessens system fragmentation which is vital to the VSSC's plan.

- Identifiable specific goals and objectives for the one-year funding cycle that address the VSSC's identified victim services gaps/needs and a proposed plan to impact the identified needs.
- Measurable outcomes in reaching the specified goals and objectives that satisfy the following criteria, including assessing and tracking such information. These measurable outcomes include:
  - Process measures to assess (i.e., counts of victims served, counts of services offered to victims, counts of intervention activities provided to victims. (i.e., number of victims provided counseling from a XC funded provider).
  - Process measures may also include the extent to which victims were satisfied by the services received (i.e., satisfaction with services survey to be completed anonymously by the XC client).
  - How to data share with XC support staff, who will keep a log noting the numbers of victims to whom services have been provided and the number of referrals (and the service needs that are addressed



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

Subrecipient: City of Los Angeles

by each agency referral) to agencies by the XC staff. The information from these logs will be kept in a database to be reported to the VAP

- A system to keep track, maintain and report measurable outcomes on a monthly basis and report the achievements to the VAP on a quarterly basis as follows:

### Cal OES Progress Reports

Report	Report Period	Due Date
1 <sup>st</sup> Report	January 1, 2024 – June 30, 2024	July 31, 2024
Final Report	July 1, 2024 – December 31, 2024	January 31, 2025



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

Subrecipient: City of Los Angeles

Subgrantee Report (OVC PMT)

Report Period	Due Date
January 1, 2024 – March 31, 2024	April 14, 2024
April 1, 2024 – June 30, 2024	July 14, 2024
July 1, 2024 – September 30, 2024	October 14, 2024
October 1, 2024 – December 31, 2024	January 14, 2025

- An established facility with set operating hours where victims may contact and go to receive victim services.
- The ability or demonstrate the ability to meet language/cultural needs of victims.
- The ability and/or demonstrate the ability to identify and provide support services to all victims.
- A plan to provide cross-training and technical assistance to improve awareness and quality of services to crime victims.
- The ability to meet upon request and when needed to discuss strategies, timetables and implementation of the City of Los Angeles XC Program;



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

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Subrecipient: City of Los Angeles

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- The ability to abide by the City of Los Angeles XC Program guidelines, including but not limited to the submission of tracking and progress reports, the use of funds for VOCA allowable costs for direct services;
- The ability to abide by the provisions of the California Office of Emergency Management (Cal OES) Recipient Handbook.

### **CAPABILITIES:**

The City has 43 years of experience in providing comprehensive services to victims of all types of crimes in Los Angeles. City Attorney VAP Coordinators are certified by the State of California and have the knowledge, skills, training and experiences in all areas of victim advocacy including: crisis intervention, court support, orientation to the criminal justice system and victims' rights, victim centered and trauma informed supportive care case management, and knowledge of governmental and community resources and the California Victim Compensation Board (CalVCB). With a strong commitment to the provision of timely and accessible services, the City was the first to place a full-time Victim Advocate directly in a police station located in the community and neighborhoods where victims reside. As the first point of contact for a victim, law enforcement plays a critical role in the collaborative process to deliver



## Grant Subaward Programmatic Narrative

Grant Subaward #: XC23 06 7250

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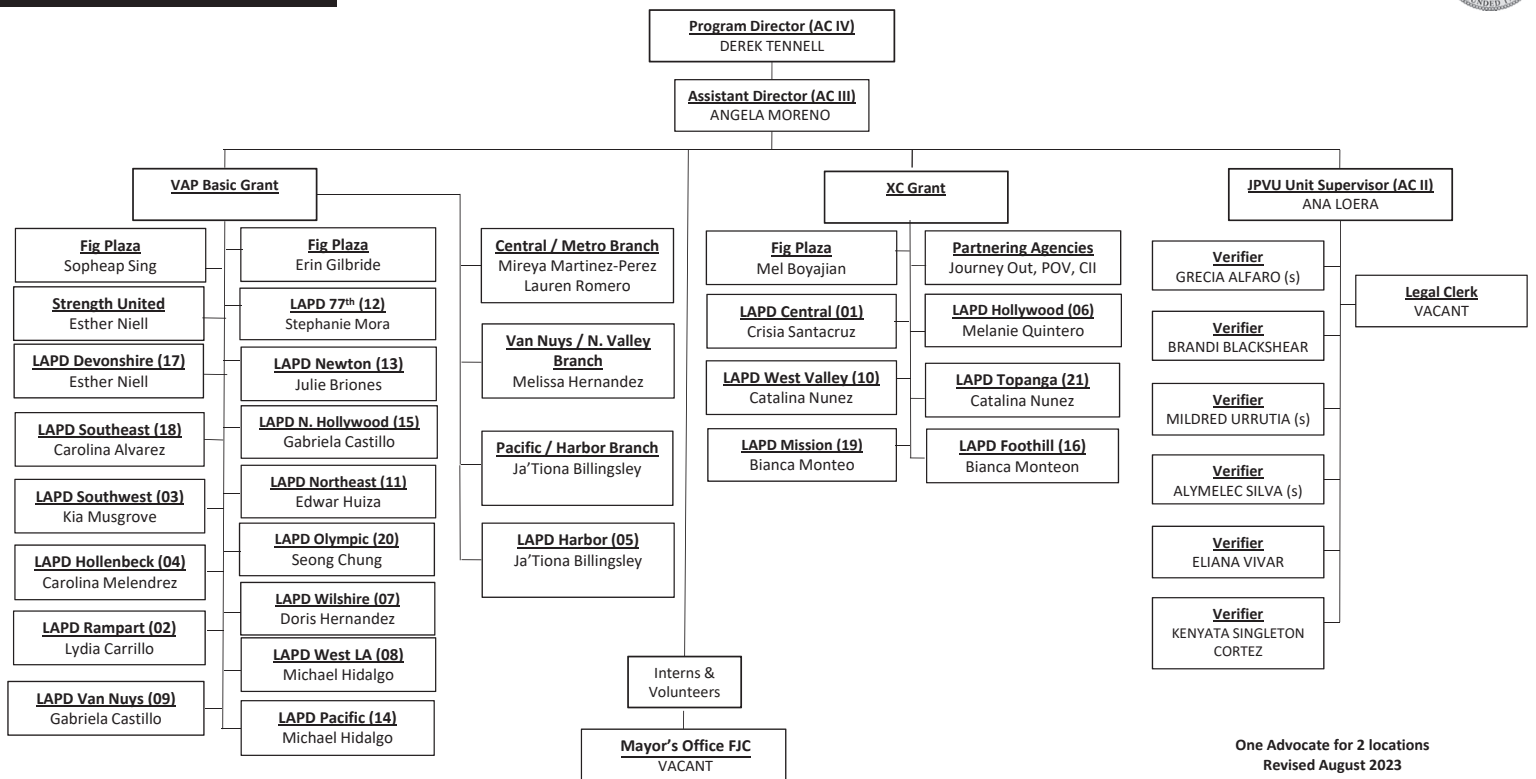
Subrecipient: City of Los Angeles

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needed services to victims. Over the years, the City Attorney's VAP has developed and built strong working relationships with law enforcement, prosecutors, governmental/community based agencies and organizations, schools, hospitals, victim service providers, inter-faith and other community groups. This collaborative working relationship has allowed the program to capably deliver needed services to victims.

As the local comprehensive victim services center in the City of Los Angeles, VAP has existing relationships formed through established Operational Letters of Agreements (i.e., Los Angeles Police Department and victim services providers (i.e., shelters/hotlines, legal aid, and community programs) and has formed new working relationships with other members of the VSSC (i.e., Los Angeles County Department of Mental Health, Los Angeles County Department of Children and Family Services, Los Angeles City Department of Aging). These established and newly formed working relationships with the VSSC will allow the VAP program to continue to carry out the County Victim Services (XC) VSSC Plan for CY 2024.

# ORGANIZATIONAL CHART



One Advocate for 2 locations  
Revised August 2023





## Petty Cash Victim Fund Certification

Grant Subaward #: 2020-V2-GX-0031—15POVC-21-GG-00613-ASSI— XC23 06 7250

*CS*

Subrecipient: LOS ANGELES CITY

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Victim Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds to victims from the Petty Cash Victim Fund will rest with the Grant Subaward Director and Financial Officer, or those identified on the Grant Subaward Signature Authorization Form (Cal OES Form 2-103),
- The identification and signature of the victim and the employee disbursing the fund, the date, the amount, and the reason for the request will be tracked,
- The amount of each disbursement will not exceed \$ 600,
- The number of disbursements an individual victim may receive is limited to 1 per Subrecipient's fiscal year, and
- All funds not disbursed to victims during the Grant Subaward performance period will be returned to Cal OES.

DEREK TENNELL

Grant Subaward Director Name

*Derek Tennell*

Grant Subaward Director Signature

08/11/2023

Date

MICHIKO REYES

Financial Officer Name

*Michiko M Reyes*

Financial Officer Signature

08/11/2023

Date



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Non-Competitive Procurement Request

Grant Subaward #: 2020-V2-GX-0031-15POVC-21-GG-00613-ASSI- XC23 06 7250 *CS*

72 Subrecipient: ~~OFFICE OF THE LOS ANGELES CITY ATTORNEY~~

Total Procurement Amount: \$ 0.00 Procurement: \_\_\_\_\_

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

DEREK TENNELL

*Derek Tennell*

08/11/2023

Grant Subaward Director Name

Grant Subaward Director Signature

Date

### Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

	Yes	N/A
• Description of the product of service being procured	<input type="checkbox"/>	<input type="checkbox"/>
• Description of why it is necessary to procure the good or service in a non-competitive manner	<input type="checkbox"/>	<input type="checkbox"/>
• Addresses all elements for one or more of the following		
➤ The good or services is available only from one source	<input type="checkbox"/>	<input type="checkbox"/>
➤ Public exigency or emergency for the required equipment will not permit a delay	<input type="checkbox"/>	<input type="checkbox"/>
➤ Competition is determined inadequate after solicitation	<input type="checkbox"/>	<input type="checkbox"/>

☒ Approved

☐ Denied

*Anna Gastelum*  
Program Specialist Signature

11/21/2023  
Date

☒ Approved

☐ Denied

*Cindy Berta*  
Unit Chief Signature

11/20/23  
Date



## Operational Agreement Summary

Grant Subaward #: 2020-V2-GX-0031 15POVC-21-GG-00613-ASSI XC23 06 7250

7L Subrecipient: ~~OFFICE OF THE LOS ANGELES CITY ATTORNEY~~

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. UNIVERSITY COPORATION dba STRENGTH UNITED	06/27/2021	01/01/22 to 12/31/26
2. LOS ANGELES POLICE DEPARTMENT (LAPD)	02/10/2022	01/01/22 to 12/31/26
3. PEACE OVER VIOLENCE (POV)	12/21/2020	06/01/23 to 06/30/26
4. CENTER FOR PACIFIC ASIAN FAMILY, INC (CPAF)	01/19/2022	01/01/22 to 12/31/26
5. LOVED ONES VICTIMS SERVICES (LOVS)	01/04/2022	01/01/22 to 12/31/26
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



## Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Request Form

Cal OES Subrecipients may request a partial or full match waiver for Victim of Crime Act (VOCA) Victim Assistance Formula Grant Program funds. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. Cal OES Grant Subaward Number: XC23 06 0190 **7250** **CB**
2. Subrecipient's Name: City of Los Angeles
3. Grant Subaward Performance Period 01/01/2024 through 12/31/2024
4. VOCA Fund Source #1: 23VOCA  
VOCA Victim Assistance Formula Grant Program Funds Awarded: \$ ~~335,014~~ **\$1,340,054**  
Amount of Match Proposed (post approved Match Waiver): \$ ~~1,675,068~~ **\$0** **CB**
5. VOCA Fund Source #2 (if applicable): Select  
VOCA Victim Assistance Formula Grant Program Funds Awarded:  
Amount of Match Proposed (post approved Match Waiver):
6. Briefly summarize the services provided:  
The XC Program provides services to crime victims assisting the recover from psychological, emotional, and out-of-pocket financial losses incurred as a result of a crime. The program also helps to increase the victims' involvement in the criminal justice system.
7. Describe practical/logistical obstacles and/or local resource constraints to providing match:  
The City of Los Angeles has multiple Federal grants that have match requirement obligations. Currently, the City's Victim Assistance Program is working remotely part-time making it hard to bring on any volunteers to meet the match requirement. Approval of this match waiver request will allow staff to focus more time on the needs of the community, rather than focusing on the continual need to recruit, train, and supervise volunteers to meet the match requirement.

Approved ☒

Denied ☐

Cindy Berta

Unit Chief Name

*Cindy Berta*

Unit Chief Signature

11/2/23

Date

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b> LOS ANGELES CITY	<b>UEI #</b> 156092066 WT4DW46STJ35	<b>FIPS #:</b> 037-44000
<b>Grant Disaster/Program Title:</b> County Victim Services (XC) Program		
<b>Performance Period:</b> 01/01/24 to 12/31/24	<b>Subaward Amount Requested:</b> \$ 1,340,054	
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 15,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	<3 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

**Certification:** This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

<b>Signature: (Authorized Agent)</b>	<b>Date:</b> 10/26/23
<b>Print Name and Title:</b> Hydee Feldstein Soto City Attorney	<b>Phone Number:</b> (213) 978-2100
<i>Cal OES Staff Only: SUBAWARD # XC23 06 7250</i>	



## Grant Subaward Service Area Information

Grant Subaward #: ~~2020-V2-GX-0031~~ ~~15POVC-21-GG-00613-ASSI~~ XC23 06 7250 *CS*

7L Subrecipient: ~~OFFICE OF THE LOS ANGELES CITY ATTORNEY~~

1. County or Counties Served:

Los Angeles

County where principal office is located: Los Angeles

2. U.S. Congressional District(s) Served:

23, 25, 26, 28, 29, 30, 32, 33, 34\*, 35, 37, 38, 39, 40, 43, 44, 47

U.S. Congressional District where principal office is located: 34

3. State Assembly District(s) Served:

36, 38, 39, 41, 43, 44, 45, 46, 48, 49, 50, 51\*, 52, 53\*, 54, 55, 57, 58, 59\*, 62, 63, 64, 66, 70

State Assembly District where principal office is located: 51

4. State Senate District(s) Served:

18, 20, 21, 22, 24\*, 25, 26, 27, 29, 30, 32, 33, 34, 35

State Senate District where principal office is located: 24

5. Population of Service Area: 4,086,720 (2020 estimate)





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient:	Grant Subaward #:	
A. Personnel Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
(1) Administrative Coordinator IV (AC IV) @ 49%	\$83,878	\$83,878
(1) Administrative Coordinator III (ACIII) @ 6%	\$7,691	\$7,691
(6) Victim Service Coordinator @ 100%	\$402,885	\$402,885
<b>Employee Benefits (CAP41) Breakdown</b> Retirement (Civilians) 26.76% Flex Benefits Program 11.16% Employee Assistance 0.01% Ordinance Life Insurance 0.08% Medicare 1.27% Union Sponsored Benefits 0.03% Unused Sick/Vacation Payout 1.11% Unemployment Claims Worker's Compensation 1.47% Subtotal Carry Forward, Positive 1.68% <b>TOTAL 43.58%</b>	\$215,483	\$215,483
CITY'S IN-KIND MATCH Community Volunteer Time		
Personnel Costs Fund Source Totals	\$709,937	\$709,937
<b>PERSONNEL COSTS CATEGORY TOTAL</b>		\$709,937



Subrecipient:	Grant Subaward #:	
B. Operating Costs - Line-item description and calculation	23 VOCA	Total Amount Allocated
<b>Office Supplies</b> \$83.33 per month x 12 month to pay for general office supplies (ie., paper, binders, pens, ink/toner etc.)	\$1,000	\$1,000
<b>Victim Emergency Fund/ Petty Cash</b>  \$125.00/month x 12 months monetary emergency assistance for victims	\$1,500	\$1,500
<b>Office Supplies (Laptops and Software Update)</b> \$2,067 for a laptop computer and software and cable	\$2,067	\$2,067
<b>Cellphone Services</b> 1AC IV @ \$ 19.00/ month X 12 months 1 AC III @ \$ 5.00/ month X 12 months X 5% FTE 6 advocates @ \$ 37.67/ month X 12 months X 100% FTE.	\$3,000	\$3,000
<b>Database Program</b> \$833.33/ month x 12 months for hosting/maintenance costs	\$10,000	\$10,000





**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient:</b>	<b>Grant Subaward #:</b>	
<b>B. Operating Costs - Line-item description and calculation</b>	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
<b>Printing</b> \$41.67/month x 12 months Program brochures, business cards, leaflets, mini-outreach cards	\$500	\$500
<b>Contractual Services</b> Childrens Institute \$202,000 JourneyOut \$202,000 Peace Over Violence \$202,000	\$606,000	\$606,000
<b>Self Care Training</b> Vicarious Trauma training	\$2,050	\$2,050
<b>Travel Training</b> Advocate Entry Level Training (2 Staff members \$2,000 per person)	\$4,000	\$4,000
Operating Costs Fund Source Totals	\$630,117	\$630,117
<b>OPERATING COSTS CATEGORY TOTAL</b>		\$630,117



<b>Subrecipient:</b>	<b>Grant Subaward #:</b>	
<b>C. Equipment Costs - Line-item description and calculation</b>	<b>23 VOCA</b>	<b>Total Amount Allocated</b>
<b>Equipment Costs Fund Source Totals</b>		
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>		

<b>Grant Subaward Totals</b> - Totals must match the Grant Subaward Face Sheet	<b>21 VOCA</b>	<b>Total Project Cost</b>
<b>Fund Source Totals</b>	<b>\$1,340,054</b>	<b>\$1,340,054</b>