



**MICHAEL N. FEUER**  
CITY ATTORNEY

To: The Honorable Eric Garcetti  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Cary Gross

Honorable City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Holly Wolcott

From: Janette Flintoft, Grants Director

Date: November 28, 2020

Re: Underserved Victim Advocacy & Outreach Program (UVAOP) Grant for  
Fiscal Year 2020 - 2021 (Continuation of Funding, Council File No. 11-0255)

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$228,052 awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. Now in its fifth year of a five year grant cycle, this award will provide reimbursable funding for contract personnel from October 1, 2020 through September 30, 2021 to continue providing crime victim support services for lesbian, gay, bisexual, and transgender (LGBT) residents in the City of Los Angeles, who experience unique challenges related to social issues, discrimination, and violence. This includes orienting LGBT victims to the criminal justice system and supporting them throughout the court process.

During the past year (July 2019 – September 2020), staff served **339** new LGBT crime victims, through the following services: **325** assists with filing for California Victim Compensation Board applications, of which **78** applications were filed; **80** crisis counselings/interventions; **24** criminal justice supports/advocacy; and **277** follow-ups and information referral to resources. Additionally, UVAOP staff documented at least **63** outreach/educational presentations conducted towards raising awareness regarding direct services to unserved/underserved victims, distributed **5,116** brochures, conducted **214.5** hours of training, and met its Year Four program goal of serving **166** new LGBT crime victims.

cc: Richard Llewellyn, CAO  
Bryan Oh, CAO



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

<b>Recipient Department</b>			
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
Project Manager:	Derek Tennell	E-Mail:	derek.tennell@lacity.org
Department/Bureau/Agency:	City Attorney	Date:	11/18/2020

<b>Grant Information</b>			
Name of Grantor:		Pass Through Agency:	
Victims of Crime VOCA		California Office of Emergency Services	
Grant Program Title:		Notification of Award Date:	
Unserved/Underserved Victim Advocacy and Outreach (UV) Program		11/18/2020	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	Non-Competitive/Formula	Reimbursement	CFDA#: 11-0255
			Other ID#: 16.575
			eCivis ID#: CA1621
Match Requirement:	No	Amount:	\$0.00
Match Type:	N/A	Identify Source of Match:	%Match 0
<b>Fiscal Information:</b>	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$228,052.00	\$0.00	Total Project Budget: \$228,052.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
AC IV	\$9,549.54	\$0.00		Program Director
(2) Advocates	\$162,369.21	\$0.00		Witness Service coordinators
Fringe Benefits	\$0.00	\$0.00		For AC IV and (2) Advocates
Materials/Supplies				
Office Supplies	\$0.00	\$0.00		Paper,binders,pens
Other				
Petty Cash Fund	\$0.00	\$0.00		Emergency Food, Shelter,and Transportation
Cell Phone Service	\$0.00	\$0.00		Cell phones
Total	\$228,052.00	\$0.00		

<b>Approved Project</b>	
Descriptive Title of Funded Project: 2021 UNSERVED/UNDERSERVED ADVOCACY AND OUTREACH (UV) PROGRAM	
Performance Period Start/End Dates (Month/Day/Year):	Citywide: all
Start: 01/01/2021 12/31/2021	Affected Council District(s): all
	Affected Congressional District(s): all
Purpose: Provide victim services throughout City of Los Angeles	
Identify Internal Partners (City Dept/Bureau/Agency): LAPD	
Identify External Partners: community non-profits.	

<b>Summary</b>
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 primary purpose of the UV Program is to continue to increase access to the culturally appropriate victim services for unserved/underserved victims of crime. Continuation funding will support staff assigned to the project during the Year 5 Grant Period of January 1, 2021 to December 31, 2021 (12 months). This includes two (2) full-time (40 hours a week, for 52 weeks) permanent Victim Service Coordinators (VSCs) from January to December 2021, and one (1) Administrative Coordinator IV (AC IV) from January 2021 to December 2021. All UV project staff will meet the minimum entry level standards consistent with the goal of increased competency of victim/witness personnel. All positions are currently filled. One (1) full-time VSC has completed the 40-Hour Entry-Level Victim Advocate Training in September 2017, during Year Two (FY 2017-18); the remaining one (1) VSC staff will complete the required training in Year Five (FY 2020-21). The AC IV and one (1) VSC are assigned to the UVAOP, who will primarily work out of the Central Victim Assistance Program Office located at 221 North Figueroa St., Suite 100, Los Angeles, CA 90012; while the remaining one (1) VSC is co-located at Los Angeles Police Department Hollywood Division. The VSCs are responsible to provide assistance to victims of robbery/assault; drunk driving, sexual assault, domestic violence, hate crimes, and child and elder abuse in the lesbian, gay, bisexual, transgender and queer (LGBTQ) community of Los Angeles. Program activities and services to be provided will include: crisis intervention counseling; emergency assistance; follow-up counseling; resource and referrals; criminal justice advocacy; accompaniment to law enforcement offices; court support; translation services; court support/notification; case information; assistance with restitution advocacy; victim impact statement and parole notification; community outreach and program presentations; and assistance in filing for the State Victims of Crime Compensation Claims; recruit, train and supervise program volunteers.

### 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. APPROVE the CY 2021 Underserved Victim Advocacy & Outreach award and authorize the City Attorney or his designee to execute the grant award between the City and Cal OES for the period of January 1, 2021 to December 31, 2021, subject to City Attorney review and approval as to form. 2. AUTHORIZE the City Attorney or designee to accept the grant award in the amount of \$228,052 for funding the UVAOP for the period of January 1, 2021 to December 31, 2021. 3. AUTHORIZE the Controller to: a. Establish a receivable for this program in the amount of \$228,052 from the California Office of Emergency Services (Cal OES); b. Establish a new appropriation account 12T412 – UVAOP Grant Program within Fund No. 368 in the amount of \$228,052 4. Transfer \$57,249 from Fund 368/12, Account 12T412 to Fund 100/12, Account 001010 Salaries General. 5. Upon receipt of grant funds, transfer up to \$109,654 from Fund 368/12, Account 12S412 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursements – Grants, to reimburse for the fringe benefits and indirect costs. 6. AUTHORIZE the City Council to instruct the City Clerk to place on Council Calendar for July 1, 2021, the following action relative to the CY2021 Underserved Victim Advocacy & Outreach award: "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$57,249 from Fund 368, Department 12, Account 12T412 - UVAOP Grant program to Fund 100/12, Account 001010 Salaries General." 7. AUTHORIZE the City Administrative Officer, or designee, to approve the Certificate of Assurance of Compliance. 8. 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.

### 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.

There is no General Fund impact to accept this award. The total grant project cost is \$228,052, and will be reimbursed by Cal OES. The reimbursement includes full cost recovery for related costs calculated using the approved CAP 40 rates.

### Acceptance Packet

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

<input checked="" type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
<input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable)
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)

Department Head Name:	Department Head Signature:	Date:
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### 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:

<input type="checkbox"/> Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
<input type="checkbox"/> Returned to Department (Additional information/documentation has been requested.
<input type="checkbox"/> Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:	Date:
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**Grant Award Notification and Acceptance  
Grant Project Cost Breakdown**

Grant Name: Underserved Victim Advocacy and Outreach		Additional Costs**		Department:	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments
<b>Salaries</b>					
1010 Salaries General	114,498			114,498	
1020 Salaries Grant Reimbursed				-	
Other Volunteer Hours				-	
1090 Overtime				-	
<b>Salaries Total:</b>	\$ 114,498	\$ -	\$ -	\$ 114,498	
<b>Related Costs*</b>					
	<b>CAP Rate</b>				
Fringe Benefits	46.12%	52,234		52,234	
Department Administration	20.55%			-	
Central Services	29.60%			-	
Total Indirects @50.15%		57,420		57,420	
<b>Related Costs Total:</b>		\$ 109,654	\$0	\$0	\$52,234
<b>Expense</b>					
2120 Printing & Binding		-		-	
2130 Travel & Training				-	
3040 Contractual Services		-		-	
3310 Transportation		-		-	
4160 Governmental Meetings		-		-	
6010 Office Supplies		1,260		1,260	
6020 Operating Supplies		-		-	
7300 Equipment				-	
Other Emergency Fund		600		600	
Cell Phone Service		2,040		2,040	
				-	
<b>Expenses Total:</b>		\$ 3,900	\$ -	\$ -	\$ 3,900
<b>Grand Total:</b>		\$ 228,052	\$ -	\$ -	\$ 228,052
<p>*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.)</p> <p>**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.</p>					

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