

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0089

Date: February 24, 2021

To: The Mayor
The Council

Attn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT
ACCEPTANCE PACKET FOR THE UNDERSERVED VICTIM ADVOCACY
AND OUTREACH PROGRAM (JANUARY 2021 THROUGH DECEMBER 2021)**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$228,052 from the California Governor's Office of Emergency Services (Cal OES) for the period from January 1, 2021 through December 31, 2021 for the Fiscal Year (FY) 2020-21 Underserved Victim Advocacy and Outreach Program (UVAOP) grant. This is the fifth year of a five-year grant cycle. Funding is provided through the federal Victims of Crime Act on a reimbursement basis to support crime victims within the lesbian, gay, bisexual, and transgender (LGBT) community in Los Angeles.

The FY 2020-21 UVAOP grant will provide \$228,052 to fund the following: \$224,152 for personnel (\$114,498 for direct costs and \$109,654 for indirect costs); \$1,260 for office expenses; \$2,040 for phone services; and, \$600 for victim emergency funds. Funding for personnel costs include full funding for two Witness Service Coordinators (WSC) and partial funding for one Administrative Coordinator IV. Funding for the Administrative Coordinator IV is already included in the 2020-21 City Budget. No additional positions are requested at this time, as the 2020-21 City Budget provides position authority for all three positions.

As a participant in the Phase II eCivis Grants Management Program, the City Attorney's Office submitted the Grant Acceptance Packet for review and analysis by the CAO Grants Oversight Unit.

This Office reviewed the Packet for completeness, conducted a concise analysis, and prepared a Fiscal Impact Statement. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Grant Award Notification and Acceptance
- Grant Project Cost Breakdown

If you have any questions regarding the Packet, please contact Samantha Jew at (213) 473-7581.

RHL:EFR:SJ:04210057

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: November 18, 2020	
Grant Award Title: Underserved Victim Advocacy and Outreach Program		Grant Amount: \$228,052 Prior Grant Award(s): \$218,750	
Awarding Agency: California Office of Emergency Services			
Grant Agreement Number/Reference: C.F. 11-0255	Performance Start Date: January 1, 2021	Performance End Date: December 31, 2021	
Purpose: The Office of the City Attorney is requesting authority to accept \$228,052 in funding for the fifth year of a five-year grant funding cycle under the Underserved Victim Advocacy and Outreach Program (UVAOP). Grant funding is provided from the Victims of Crime Act (VOCA), which is passed through the California Office of Emergency Services (CalOES). This grant period marks Year Five of the grant cycle with a grant performance period of January 1, 2021 through December 31, 2021. Grant funding will continue to provide crime victim support services for lesbian, gay, bisexual, and transgender (LGBT) residents in the City of Los Angeles.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
<ul style="list-style-type: none"> Department requests acceptance of the Grant 	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
<ul style="list-style-type: none"> Match Sources Identification completed 			X	() Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> Additional Funds requested 			X	() Submit to CAO for review
3. Charter Section 1022 Determination				
<ul style="list-style-type: none"> Charter Section 1022 findings completed 			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
<ul style="list-style-type: none"> Standard and Grantor Provisions or equivalent language is included 			X	() Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/> 			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities				
<ul style="list-style-type: none"> Department has submitted a request for position(s) 		X		() Review documents and make determination
6. Grant Implementation Recommendations				
<ul style="list-style-type: none"> Department has submitted grant implementation instructions 	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
<ul style="list-style-type: none"> Department has requested Funds/Accounts Set-up 	X			
8. Governing Body Resolution/Certification				
<ul style="list-style-type: none"> Department has submitted Resolution/Certification 			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
<ul style="list-style-type: none"> Department has submitted Fiscal Impact Statement 	X			() Submit to CAO for review and determination

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney requests authority to accept \$228,052 in grant funding for the fifth year of a five-year grant funding cycle under the Underserved Victim Advocacy and Outreach Program (UVAOP). Funding is provided from the Victims of Crime Act (VOCA) and pass through the California Office of Emergency Services (CalOES). The grant period is effective from January 1, 2021 through December 31, 2021.

The City will be reimbursed \$228,052 according to the following distribution: \$114,498 in salary costs, \$109,654 in related costs, \$1,260 in office and administrative expenses, \$2,040 for phone services, and \$600 in emergency funds for victims. Of the \$114,498 allocated to salary costs, \$6,360 will partially fund an existing Administrative Coordinator IV and \$108,138 for two existing Witness Service Coordinators. The 2020-21 City Budget provides regular authority for the Administrative Coordinator IV and resolution authority for the two Witness Service Coordinators, as well as funding for the Administrative Coordinator IV. Grant funds are expected to fully reimburse the General Fund for the cost of the two Witness Service Coordinator positions.

The Administrative Coordinator IV and one Witness Service Coordinator will work primarily in the Central Victim Assistance Program Office, while the other Witness Service Coordinator will be located at the Los Angeles Police Department's Hollywood Division site. The UVAOP staff and grant funding will aid victims of crimes in the lesbian, gay, bisexual, and transgender (LGBT) community. Services include the following: resource referrals; crisis intervention counseling; recovery of psychological, emotional, and out-of-pocket financial losses; and, increased victim involvement in the criminal justice system court process. Program metrics for the UVAOP are provided in the City Attorney's transmittal (attached).

Pursuant to State guidelines, the grant performance period has shifted to a calendar year cycle beginning January 1 through December 31. Prior UVAOP grant cycles began October 1 through September 31.

The recommendations in this report differ from the Office of the City Attorney's transmittal in that this report excludes Recommendation 7 of the City Attorney's transmittal. The City Administrative Officer has already approved and signed the Certificate of Assurance of Compliance.

11. Recommendations

Pursuant to a review of departmental recommendations for this grant, please provide a complete list of necessary actions for implementation including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities, etc.

That the Council, subject to approval from the Mayor:

1. Approve and authorize the City Attorney, or designee, to accept and execute the Underserved Victim Advocacy and Outreach Program (UVAOP) grant award between the City of Los Angeles and the California Office of Emergency Services in the amount of \$228,052 for the period of January 1, 2021 through December 31, 2021, subject to the approval of the City Attorney as to form;

2. Authorize the Controller to:

- Establish a receivable in the amount of \$228,052 within Fund 368, Department 12;
- Establish a new appropriation account within Fund 368 as follows:
Account 12T412 – UVAOP Grant Program - \$228,052;
- Transfer \$57,249 from Fund 368, Department 12, Account 12T412 to Fund 100, Department 12, Account 001010, Salaries, General; and,
- Transfer, upon receipt of grant funds, up to \$109,654 from Fund 368, Department 12, Account 12T412 to Fund 100, Department 12, Revenue Source Code 5346, Related Cost-Reimbursements – Grants, to reimburse fringe benefits and indirect costs;

(Continued on Page 3)

12. Fiscal Impact Statement

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

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

There is no General Fund impact associated with the recommendations in this report. Grant funding of \$228,052 will support the following expenses: \$224,152 for personnel costs (\$114,498 in direct costs and \$109,654 in related costs); \$1,260 for office and administrative supplies, \$2,040 for phone service, and \$600 for emergency funds for victims. Grant funds will partially fund one Administrative Coordinator IV and fully fund two Witness Service Coordinators. The 2020-21 City Budget includes funding for the Administrative Coordinator IV and provides position authority for all three positions. The recommendations in this report comply with the City's Financial Policies in that grant funds will support grant-eligible expenses.

Doc. No. 04210057

Samantha Jew	Edward F. Roes		
CAO Analyst	Chief	CAO/Assistant CAO	Date

11. Recommendations (Continued from Page 2)

3. Instruct the City Clerk to place on the Council calendar on July 1, 2021 or any meeting thereafter, the following action relative to the Fiscal Year 2020-21 UVAOP Grant:

“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, Department 12, Account 001010, Salaries, General.”

4. Authorize the City Attorney, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.



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

Recipient Department			
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 11/18/2020

Grant Information			
Name of Grantor:		Pass Through Agency:	
Victims of Crime VOCA		California Office of Emergency Services	
Grant Program Title:		Notification of Award Date:	
Unservd/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
Fiscal Information:	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		

Approved Project	
Descriptive Title of Funded Project: 2021 UNSERVED/UNDERSERVED ADVOCACY AND OUTREACH (UV) PROGRAM	
Performance Period Start/End Dates (Month/Day/Year):	
Start: 01/01/2021	12/31/2021
Citywide: all	
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.	

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 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 5348, 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: _____

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: _____

Camilla Fong

Date: 2/23/21

**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
Salaries					
1010 Salaries General	114,498			114,498	
1020 Salaries Grant Reimbursed				-	
Other Volunteer Hours				-	
1090 Overtime				-	
Salaries Total:	\$ 114,498	\$ -	\$ -	\$ 114,498	
Related Costs*					
	CAP Rate				
Fringe Benefits	46.12%	52,234		52,234	
Department Administration	20.55%			-	
Central Services	29.60%			-	
Total Indirects @50.15%		57,420		57,420	
Related Costs Total:	\$ 109,654	\$ 0	\$ 0	\$ 52,234	
Expense					
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	
Expenses Total:	\$ 3,900	\$ -	\$ -	\$ 3,900	
Grand Total:	\$ 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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