

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: December 10, 2020

Re: FY 2021 City of Los Angeles County Victim Services (XC) Program
Council File No. 16-1189

Dear Mayor Garcetti and Honorable Members of City Council:

The Office of the City Attorney is transmitting for your review and approval the FY 2021 grant award under the **City of Los Angeles County Victim Services ("XC") Program** (Council File #16-1189). The XC program originated in 2016 through a \$3,341,767 grant award from the California Governor's Office of Emergency Services (CalOES), which serves as the pass through agency for federal Victims of Crime Act funds. The initial grant period was extended through December 31, 2019 through a \$2,427,405 grant augmentation. FY 2020 funding totaling \$1,585,200 continued the project an additional 12 months from January 1, 2020 through December 31, 2020. Transmitted herewith for Mayor and City Council consideration is grant funding totaling **\$1,584,566** for FY 2021 for 12 months from January 1, 2021 through December 31, 2021. This will allow the continued operation of the XC Program to address gaps in victim services/needs assessed by the Victim Services Steering Committee comprised of local stakeholders, as well as the conversion of temporary victim services position to permanent, full-time positions.

Since its inception, the XC grant program, program staff have served **19,039** new and continuing crime victims through the following services: **17,725** assists with filing for California Victim Compensation Board applications, of which **5,946** applications were filed; **16,185** information and referrals; **1,378** personal advocacy and accompaniment; **4,923** emotional support or safety services; **2,757** referrals and assistance to shelter/housing services; and **3,193** criminal justice system assistance.

December 10, 2020

Page 2

Through FY 2021 funding, the City Attorney's Office, through its Victim Assistance Program, will maintain and ensure coverage of five¹ (5) full-time victim assistance advocates at the following LAPD stations: Central, Devonshire, Foothill, Harbor, Pacific, Southeast, Topanga, Van Nuys, West LA, and West Valley. These locations complement coverage funded under the Victim Assistance Program (VAP) grant (CF #16-1246) to ensure a full breadth of victim services throughout the City of Los Angeles. In addition, XC grant funds will provide ongoing support of one (1) full-time Administrative Coordinator I and one (1) 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, human trafficking, and the elderly), while providing monthly reports to the City Attorney's Office to ensure program goals and objectives are met. These existing subrecipient service providers are comprised of government agencies and community-based organizations, including Peace Over Violence, Strength United Family Justice Center, Coalition to Abolish Slavery and Trafficking, Journey Out, the Center for the Pacific Asian Family, and the Children's Institute, Inc.

¹ The five victim assistance advocates will co-locate in two LAPD stations.



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: 12/16/2020 | |

| Grant Information | | | |
|---|-------------------------|-----------------------------|---|
| Name of Grantor: | | Pass Through Agency: | |
| VOCA | | CalOES | |
| Grant Program Title: | | Notification of Award Date: | |
| County Victim Services (XC) Program - FY 2021 | | 12/10/2020 | |
| Funding Source (Public / Private): | Grant Type: | Funds Disbursement: | Agency's Grant ID: |
| State | Non-Competitive/Formula | Reimbursement | CFDA#: 19-1401 |
| | | | Other ID#: |
| | | | eCivis ID#: CA 2551 |
| Match Requirement: | Yes | Amount: | \$0.00 %Match 0 |
| Match Type: | N/A | Identify Source of Match: | |
| Fiscal Information: | Awarded Funds: | Match/In-Kind Funds: | Additional/Leverage Funds: |
| | \$1,584,566.00 | \$0.00 | Total Project Budget: |
| | | | \$1,584,566.00 |

| Approved Grant Budget Summary | | | | |
|-------------------------------|----------------|--------|------------|------------------------------|
| Category | Awarded | Match | Additional | Explanation |
| Personnel | | | | |
| AC IV | \$92,046.45 | \$0.00 | | Program Director |
| AC I | \$114,807.69 | \$0.00 | | Grant Supervisor |
| (5) Advocates | \$405,924.52 | \$0.00 | | Witness Service Coordinators |
| Fringe Benefits | \$0.00 | \$0.00 | | Employee Benefits |
| Materials/Supplies | | | | |
| Office Supplies | \$0.00 | \$0.00 | | Paper, binders, pens, etc. |
| Other | | | | |
| Emergency Fund | \$0.00 | \$0.00 | | Petty Cash |
| Cellphone Service | \$0.00 | \$0.00 | | Cell phone |
| Agency | \$0.00 | \$0.00 | | POV |
| Agency | \$0.00 | \$0.00 | | CPAF |
| Agency | \$0.00 | \$0.00 | | CAST |
| Agency | \$0.00 | \$0.00 | | JO |
| Agency | \$0.00 | \$0.00 | | SUFJC |
| Agency | \$0.00 | \$0.00 | | CII |
| Total | \$1,584,566.00 | \$0.00 | | |

| Approved Project | |
|---|---|
| Descriptive Title of Funded Project: 2021 COUNTY VICTIM SERVICES (XC) PROGRAM | |
| Performance Period Start/End Dates (Month/Day/Year): | Citywide: all |
| Start: 01/01/2021 End: 12/31/2021 | Affected Council District(s): all |
| | Affected Congressional District(s): all |
| Purpose: Provide victim services throughout City of Los Angeles to address existing gaps. | |
| Identify Internal Partners (City Dept/Bureau/Agency): LAPD | |
| Identify External Partners: community non-profits and stakeholders. | |

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 provide federal Victims of Crime Act (VOCA) funding to counties across California, and to the City of Los Angeles, to help each fill victim service gaps/needs.

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 his designee to APPROVE the grant award upon issuance between the City and the CalOES and authorize the City Attorney or his designee to EXECUTE said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality 2. AUTHORIZE the City Attorney or his designee to ACCEPT the grant award in the amount of \$1,584,567 for funding the Victim Assistance XC Program for the period of January 1, 2021 through December 31, 2021 3. That the City Council, subject to the approval of the Mayor, authorize the Controller to: a. Establish a receivable for this program by \$1,584,567 from CalOES; b. Establish a new appropriation account within Fund 368, as follows: Account Title Amount 12T321 Victim Assistance XC Program CY 2020 \$1,584,567 4. Transfer \$204,055 from Fund 368/12, Account 12T321 to Fund 100/12, Account 001010 Salaries General. 5. Upon receipt of grant funds, transfer up to \$390,848 from Fund 368/12, Account 12ST321 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursement - 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 County Victim Services (XC) Program CY 2020: "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$204,056 from Fund 368, Department 12, Account 12T321 Victim Assistance XC to Fund 100/12, Account 001010 Salaries General." 7. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

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 \$1,584,567 and is 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 type="checkbox"/> Copy of Grant Agreement (if applicable) |
| <input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document) | <input checked="" type="checkbox"/> Additional Documents (if applicable) |

Department Head Name:

Department Head Signature:

Date:

[Signature]

[Signature]

12/10/20

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 Award Notification and Acceptance
Grant Project Cost Breakdown**

Page 3 of 4

| Grant Name: Victim Assistance Program | | | Additional Costs** | | Department: | |
|---------------------------------------|-----------------|------------|--------------------|--------------|-------------|--|
| Grant Project Breakdown | Grant Funds | City Funds | Non-City Funds | Total | Comments | |
| Salaries | | | | | | |
| 1010 Salaries General | 408,111 | - | | 408,111 | | |
| 1020 Salaries Grant Reimbursed | | | | - | | |
| 1070 Salaries As Needed | | | | | | |
| 1090 Overtime | | | | | | |
| Salaries Total: | \$ 408,111 | \$ - | \$ - | \$ 408,111 | | |
| Related Costs* | CAP Rate | | | | | |
| Fringe Benefits | 45.62% | 186,181 | 0 | 186,181 | | |
| Central Services | 29.60% | 120,801 | 0 | 120,801 | | |
| Department Administration | 20.55% | 83,867 | 0 | 83,867 | | |
| Related Costs Total: | \$ 390,849 | \$ - | \$ - | \$ 390,849 | | |
| Expense | | | | | | |
| 2120 Printing & Binding | 0 | | | 0 | | |
| 2130 Travel | 0 | | | 0 | | |
| 3040 Contractual Services | 0 | | | 0 | | |
| 3310 Transportation | 0 | | | 0 | | |
| 4160 Governmental Meetings | 0 | | | 0 | | |
| 6010 Office Supplies | 2,117 | | | 2,117 | | |
| 6020 Operating Supplies | 0 | | | 0 | | |
| 7300 Equipment | 0 | | | 0 | | |
| Victim Emergency Funds | 1,200 | | | 1,200 | | |
| VAP Database Program | 0 | | | 0 | | |
| Other Cell Phone Services | 4,290 | | | 4,290 | | |
| Peace over Violence | 84,000 | | | 84,000 | | |
| CPAF | 52,000 | | | 52,000 | | |
| CAST | 84,000 | | | 84,000 | | |
| Journey Out | 94,000 | | | 94,000 | | |
| Strength United Family Justice Center | 84,000 | | | 84,000 | | |
| CII | 380,000 | | | 380,000 | | |
| Expenses Total: | \$785,607 | \$0 | \$0 | \$785,607 | | |
| Grand Total: | \$ 1,584,567 | \$ - | \$ - | \$ 1,584,567 | | |

Grant Award Notification and Acceptance
Grant Project Cost Breakdown

Page 3 of 4

| | | |
|--|---|--|
| | *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. | |

Page 4 of 4

PF2 (091222)

COUNTY VICTIM SERVICES (XC) PROGRAM

PART III – CHECKLIST

This checklist is provided to ensure that a complete application is submitted to Cal OES.

- ☒ GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward.
- ☒ PROJECT CONTACT INFORMATION (Cal OES 2-102)
- ☒ SIGNATURE AUTHORIZATION (Cal OES 2-103)
- ☒ CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104f) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- ☒ BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106a) - Budget Pages Multiple Fund Source.
- ☒ BUDGET NARRATIVE (Cal OES 2-107)
- ☒ PROJECT NARRATIVE (Cal OES 2-108)
 - PROBLEM STATEMENT
 - PLAN
- ☒ SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT (FORM)
- ☒ PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ☒ ORGANIZATIONAL CHART
- ☒ ADDITIONAL FORMS, IF APPLICABLE
 - ☒ MATCH WAIVER REQUEST(S)
 - ☒ OPERATIONAL AGREEMENTS SUMMARY FORM (Cal OES 2-160)
 - ☒ PETTY CASH VICTIM FUND PROCEDURES (Cal OES 2-153)
 - ☒ NON-COMPETITIVE BID REQUEST CHECKLIST (Cal OES 2-156)
 - ☐ CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST (Cal OES 2-164)
 - ☐ OUT-OF-STATE TRAVEL REQUEST (Cal OES 2-158)
 - ☐ EXCESS LODGING RATE REQUEST/APPROVAL (Cal OES 2-165)

| | | | |
|-----------|--------|-----|------------|
| Cal OES # | FIPS # | VS# | Subaward # |
|-----------|--------|-----|------------|

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

GRANT SUBAWARD FACE SHEET

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. DUNS#:** 156092066

2. **Implementing Agency:** Office of the Los Angeles City Attorney **2a. DUNS#:** 156092066

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

4. **Location of Project:** 221 N Fueroa St., Suite #100 Los Angeles 90012-2639
(City) (County) (Zip+4)

5. **Disaster/Program Title:** County Victim Service (XC) Program **6. Performance Period:** 1/1/2021 **to** 12/31/2021
(Start Date) (End Date)

7. **Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 50.15 %

| 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. | 2018 | VOCA | | \$792,283 | | | | | \$792,283 |
| 9. | 2019 | VOCA | | \$792,283 | | | | | \$792,283 |
| 10. | Select | Select | | | | | | | |
| 11. | Select | Select | | | | | | | |
| 12. | Select | Select | | | | | | | |
| Total | Project | Cost | | \$1,584,566 | \$1,584,566 | | | | \$1,584,566 |

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: Michael N. Feuer Title: City Attorney

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

Signature:  Date: 10/01/2020

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 and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) _____ (Date) _____

(Cal OES Director or Designee) _____ (Date) _____

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Programmatic** responsibility for the project.
4. Provide the name, title, address, telephone number, and e-mail address for the **person** having **Routine Fiscal** responsibility for the project.
5. Provide the name, title, address, telephone number, and e-mail address for the **Executive Director** of a Community-Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, and e-mail address for the **person** who is the **Official Authorized** to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES 2-101).
7. Provide the name, title, address, telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient.

PROJECT CONTACT INFORMATION

Subrecipient: Office of the Los Angeles City Attorney Subaward #: XC19 02 7250

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.

1. The **Project Director** for the project:

Name: Derek Tennell Title: Program Director
Telephone #: (213) 978-4518 Email Address: Derek.Tennell@lacity.org
Address/City/Zip + 4: 221 N. Figueroa St., Suite #100, Los Angeles, CA 90012-2639

2. The **Financial Officer** for the project:

Name: Michiko Reyes Title: Budget Director
Telephone #: (213) 978-7020 Email Address: Michiko.Reyes@lacity.org
Address/City/Zip + 4: 200 North Main Street, Room 800, Los Angeles, CA 90012

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Angela Moreno Title: Assistant Program Director
Telephone #: (213) 978-4519 Email Address: Angela.moreno@lacity.org
Address/City/Zip + 4: 221 N. Figueroa St., Suite #100, Los Angeles, CA 90012-2639

4. The **person** having **Routine Fiscal** responsibility for the project:

Name: Michiko Reyes Title: Budget Director
Telephone #: (213) 978-7020 Email Address: Michiko.Reyes@lacity.org
Address/City/Zip + 4: 200 North Main Street, Room 800, Los Angeles, CA 90012

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

Name: Jose A. Egurbide Title: Assistant Chief City Attorney
Telephone #: (213) 978-8100 Email Address: Jose.egurbide@lacity.org
Address/City/Zip + 4: 200 North Main Street, Room 800, Los Angeles, CA 90012

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Michael N. Feuer Title: City Attorney
Telephone #: (213) 978-8100 Email Address: Mike.Feuer@lacity.org
Address/City/Zip + 4: 200 North Main Street, Room 800, Los Angeles, CA 90012

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

Name: Michael N. Feuer Title: City Attorney
Telephone #: (213) 978-8100 Email Address: Mike.Feuer@lacity.org
Address/City/Zip + 4: 200 North Main Street, Room 800, Los Angeles, CA 90012

SIGNATURE AUTHORIZATION INSTRUCTIONS

The Project Director and Financial Officer are **REQUIRED** to sign this form and submit it with the Grant Subaward Forms package. The Subrecipient may request signature authority in addition to the designated Project Director and/or Financial Officer. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **The Project Director and/or Financial Officer authorize the person(s) identified on the form to sign on their behalf on all grant-related matters.**

SIGNATURE AUTHORIZATION

Subaward #: _____

Subrecipient: City of Los Angeles

Implementing Agency: Office of the Los Angeles City Attorney

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

***Project Director:** Derek Tennell

Signature: Derek Tennell

Date: 09/22/2020

***Financial Officer:** Michiko Reyes

Signature: Michiko Reyes

Date: 09/22/2020

The following persons are authorized to sign
for the **Project Director**

Angela Moreno

Signature

Angela Moreno

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

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

Candy Script

Signature

Candy Pabalan

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

The Applicant must complete a Certification of Assurance of Compliance-VOCA (Cal OES 2-104f), which includes details regarding federal grant funds, the Equal Employment Opportunity, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, Civil Rights Compliance, and the special conditions for Subaward with the above mentioned fund. The Applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the Applicant formally notifies Cal OES that the Applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the Grant Subaward is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

I, Michael N. Feuer hereby certify that
(official authorized to sign; same person as Section 15 on Grant Subaward Face Sheet)

Subrecipient: City of Los Angeles

Implementing Agency: Office of the Los Angeles City Attorney

Project Title: County Victim Services XC Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the *Subrecipient Handbook* for more detail.

- ☒ The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- ☐ The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: Cristina Sarabia

Title: Human Resources Director

Address: 200 North Main Street, Room 800, Los Angeles, CA 90012-4110

Phone: (213) 978-7160

Email: cristina.sarabia@lacity.org

III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES-funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant-funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

(This applies to federally-funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board – (Subrecipient Handbook Section 1350)

The above-named organization (Applicant) accepts responsibility for and must comply with the requirement to obtain a signed resolution from the City Council/Governing Board in support of this Program. The Applicant must provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the City Council/Governing Board.

The Applicant is required to obtain written authorization from the City Council/Governing Board that the official executing this Grant Subaward is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Funds

1. Applicability of Part 200 Uniform Requirements

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award 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 award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 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 award that the Subrecipient must retain – typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies – and to which the Subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-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 OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants 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. The Subrecipient must comply with the DOJ Grants Financial Guide.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient 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, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's 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> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Civil Rights and Nondiscrimination

The Subrecipient understands that the federal statutes and regulations pertaining to civil rights and nondiscrimination and, in addition:

- a. The Subrecipient understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. The Subrecipient understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110 (e)) ; section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13), which will apply to all awards made by the Office of Violence Against Women, also may apply to an award made otherwise; and

c. The Subrecipient understands they must comply with the specific assurances set out in 29 C.F.R. §§ 42.105 and 42.204.

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

The Subrecipient 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 award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds (FY 2019)

The Subrecipient 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, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (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 award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC

20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, 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 award, 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 award, the Subrecipient:

- o Represents that it neither requires nor 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
- o Certifies that, if it learns or is notified that it 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, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:

- o It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) 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 (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

- o It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award 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, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. 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 Subrecipient understands that DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M 17 12) if it (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The Subrecipient 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> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

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

The Subrecipient must comply with, and is 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.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. Victims of Crime Act Requirements

The Subrecipient must 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.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

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

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar

amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award 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) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or -Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient 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.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient 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.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient 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.

Currently, 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, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and 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.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, 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 the Subrecipient 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 would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other

outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements

The Subrecipient agrees 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 award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the funds.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: Michael N. Feuer

Authorized Official's Typed Name: Michael N. Feuer

Authorized Official's Title: City Attorney

Date Executed: 09/22/2020

Federal Employer ID #: 95-6000735 Federal DUNS #: 156092066

Current System for Award Management (SAM) Expiration Date: 08/06/2021

Executed in the City/County of: Los Angeles

AUTHORIZED BY: (not applicable to State agencies)

☒ City Financial Officer

☐ County Financial Officer

☐ City Manager

☐ County Manager

☐ Governing Board Chair

Signature: Richard H. Llewellyn, Jr.

Typed Name: Richard H. Llewellyn, Jr.

Title: City Administrative Office (City Financial Officer)

BUDGET CATEGORY AND LINE ITEM DETAIL

| Subrecipient: Los Angeles City Attorney's Office | | | | Subaward #: XC19 02 7250 | |
|---|---------------|---------------|-----------|--------------------------|------------------|
| A. Personal Services – Salaries/Employee Benefits | 18 VOCA | 18 VOCA MATCH | 19 VOCA | 19 VOCA MATCH | COST |
| (1) Administrative Coordinator IV (AC IV) 40% FTE Annual Salary \$153,258.56 \$5,108.62 per month x 12 months | \$30,652 | | \$30,652 | | \$61,303 |
| (1) Administrative Coordinator I (XC Grant Admin) 100% FTE \$76,461.84 Annual Salary 01/01/2021-06/30/2021: 6 months @ \$6,285.24/month (Step 8) 07/01/2021-12/31/2021: 6 months @ \$6,458.40/month (Step 9) | \$38,231 | | \$38,231 | | \$76,462 |
| (5) Victim Service Coordinator (VSC) 100% FTE \$54,069.28 Annual Salary 01/01/2021-03/30/2021: 3 months @ \$3,733.92/month (Step 4) 04/01/2021-06/30/2021: 3 months @ \$4,599.84/month (Step 5) 07/01/2021-12/31/2021: 6 months @ \$4,844.67/month (Step 6) | \$135,173 | | \$135,173 | | \$270,346 |
| - Employee Benefits @ CAP 40 \$408,111 x 45.62% | \$93,090 | | \$93,090 | | \$186,180 |
| Employee Benefits (CAP 40) Breakdown | | | | | |
| Retirement (Civilians) | 25.78% | | | | |
| Flex Benefits Program | 11.01% | | | | |
| Employee Assistance | 0.01% | | | | |
| Ordinance Life Insurance | 0.08% | | | | |
| Medicare | 1.36% | | | | |
| Union Sponsored Benefits | 0.03% | | | | |
| Unused Sick/Vacation Payout | 1.31% | | | | |
| Unemployment Claims | 0.01% | | | | |
| Worker's Compensation | 1.24% | | | | |
| Subtotal | 40.83% | | | | |
| Carry Forward, Positive | 4.79% | | | | |
| TOTAL | 45.62 | | | | |
| *Approved CAP 40 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services | | | | | |
| Personal Section Totals | \$297,146 | \$0 | \$297,146 | \$0 | \$594,291 |
| PERSONAL SECTION TOTAL | | | | | \$594,291 |

BUDGET CATEGORY AND LINE ITEM DETAIL

| Subrecipient: Los Angeles City Attorney's Office | | | | Subaward #: XC19 02 7250 | |
|--|-----------|---------------|-----------|--------------------------|-----------|
| B. Operating Expenses | 18 VOCA | 18 VOCA MATCH | 19 VOCA | 19 VOCA MATCH | COST |
| Office Supplies \$176.42 per month x 12 months to pay for general office supplies (ie., paper, binders, pens, etc.) | \$1,059 | | \$1,059 | | \$2,117 |
| Emergency Fund \$100 per month x 12 months (for emergency shelter, food, transportation needs of victims served by advocates staffed at LAPD stations) | \$600 | | \$600 | | \$1,200 |
| Cellphone Services 1 AC IV @ \$27.50/month x 12 months x 40% FTE 1 AC I @ \$55/month x 12 months x 100% FTE 5 Advocates @ \$55/month x 12 months x 100% FTE | \$2,145 | | \$2,145 | | \$4,290 |
| Indirect Cost (Approved CAP 40) Related Costs - LA City Indirect Cost Rate 29.6 Central Services 20.55 Dept. Admin. 50.15 Total \$ 408,111 Base Salary 204,667.67 Indirect Cost | \$102,334 | | \$102,334 | | \$204,668 |
| Domestic Violence | | | | | |
| Peace over Violence | | | | | |
| Total Award | \$42,000 | | \$42,000 | | \$84,000 |
| CPAF | | | | | |
| Total Award | \$26,000 | | \$26,000 | | \$52,000 |
| Human Trafficking | | | | | |
| CAST | | | | | |
| Total Award | \$42,000 | | \$42,000 | | \$84,000 |
| Journey Out | | | | | |
| Total Award | \$47,000 | | \$47,000 | | \$94,000 |
| Children Exposed To Violence | | | | | |
| Strength United Family Justice Center | | | | | |
| Total Award | \$42,000 | | \$42,000 | | \$84,000 |
| Children's Institute Incorporated | | | | | |

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

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, 2021 to December 31, 2021.

Personal Services

Los Angeles City Attorney's Office:

- **Administrative Coordinator IV (AC IV) at 40% FTE= \$61,303**

Salary breakdown:

- 12 months @ \$5,108.62 per month = \$61,303

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

- **Administrative Coordinator (AC I) @ 100% FTE = \$76,462**

Salary breakdown:

- 12 months (January – December 2020) @ \$76,462

The one (1) full-time AC I position will be responsible for the operations of the XC grant. Duties and functions will entail coordination of all XC grant performance and administrative duties, including grant reporting; coordination of subgrantee agencies, including site-visits, invoicing, and performance reviews; recruit, train and supervise program volunteers; and program presentations; and supervision of victim service coordinators.

- **Victim Service Coordinator (VSC) @ 100% FTE = \$270,346**

Salary breakdown = \$54,069.28 x 5 VSCs

- 3 months (January – March 2021) @ \$3,733.92 = \$56,008.80
- 3 months (April – June 2021) @ \$4,599.84 = \$68,997.60
- 6 months (July – December 2021) @ \$4,844.67 = \$145,340.10

The five (5) 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 five (5) 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.

- **Employee Benefits = \$186,180**

- Total salary (\$408,111) x CA40 Rate (45.62%) = \$186,180

The Los Angeles City Attorney's Office has a federally approved CAP 40 cost allocation plan rate @ 45.62%.

Operating Expenses

- **Office Supplies: \$2,117**

- \$176.42 per month x 12 months = \$2,117

Pays for general office supplies (paper, binders, pens, ink/toner, etc.).

- **Emergency Fund: \$1,200**

- \$100 per month x 12 months = \$1,200

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

- **Cell Services**

- Administrative Coordinator IV (AC IV) @ \$27.50 per month x 12 months = \$330.00
 - Administrative Coordinator IV (AC I) @ \$55.00 per month x 12 months = \$660.00
 - Victim Service Coordinator (VSC) @ \$55.00 per month x 12 months x 5 VSC = \$3,300.00
 -

- **Indirect Cost Rate: \$204,668**

- Total salary (\$408,111) x 50.15% = \$204,668

The City of Los Angeles has a federally approved Indirect Cost Rate @ CAP 40, comprised of Central Services @ 29.60% and Department Administration @ 20.55%.

- **Subcontracted Agencies** (based on identified victim service gaps)

Peace Over Violence (POV): \$84,000

Funding for salaries for project manager, case manager, counselor, associate director, and project assistant and bookkeeping services to provide/support direct services to victims. Additional expenses will include payroll, lease, telephone, supplies, postage, printing, mailings, insurance, copies lease, mileage and parking expenses, as well as data tracking software.

Center for Pacific Asian Families, Inc. (CPAF): \$52,000

Salary and fringe costs of Program Director, Executive Director, Fiscal Director, and Language Access Coordinator involving the Language Access Plan, coordination of Language Bank volunteers, coordination of Partners' use of Language Bank, and implementation of outreach activities with Language Bank volunteers. Additional expenses will relate to outreach materials, interpreters, trainings, mileage, lease, office supplies, postage, telephone, insurance, payroll, audit and indirect costs at OVW approved rate.

Coalition Against Slavery & Trafficking (CAST): \$84,000

A Case Manager assigned to the XC Program will provide direct services to victims of human trafficking such as counseling, referrals to social services and emergency shelter, and additional follow-up and supportive care.

Journey Out: \$94,000

Two (2) advocates will provide direct services to victims of human trafficking such as counseling, referrals to social services and emergency shelter, and additional follow-up and supportive care. A supervisor will oversee the advocates and volunteers who provide direct services to human trafficking victims, as well as provide trainings. Additional expenses will related to parking, mileage, computers, office supplies, postage, IT consulting, accounting, phone, insurance, rentals, printing, shelter/housing vouchers, food vouchers, interpretation/translation services, and client transportation costs.

Journey Out will administer Project BEACON, a pre-filing prostitution diversion (PDP) program designed to avoid criminalization for victims of human trafficking who are charged with prostitution related offenses. In lieu of a case filing, participants are connected with supportive care and access to services through a first contact model of service provision. XC grant funds allocated toward BEACON will allow Journey Out to provide those charged with prostitution related offenses supportive care and PDP sessions. The objective of the program is to avoid criminalization of victims. Funds will pay for personnel (eligibility case manager and program manager) and operating costs.

Strength United Family Justice Center: \$84,000

Funding will support new victim counselor positions who will provide direct services to victims, such as case management, needs assessment, and resource information, clinical supervisor, CAO, and executive director services, and data management support. Additional expenses will include office supplies, lease, tech support, training, telephone, utility, and indirect costs.

Children's Institute Incorporated: \$380,000

Funds will support salaries of personnel, assigned to the development and implementation of a program dedicated to identifying and helping support the needs of children exposed to gun violence ("CEGV") in Southeast Los Angeles, which includes five public housing developments. CII deploys a team following "any gun violence related incident where a child is affected directly or indirectly" calls, who serve as advocates and intervention partners and coordinate the linkage to trauma treatment for children and their families exposed to gun violence. The CEGV team work in conjunction with local partners, including the Los Angeles City Attorney's Office, the Los Angeles Police Department (LAPD), Housing Authority of the City of Los Angeles (HACLA), and the Los Angeles Unified School District (LAUSD) to develop and finalize the project's features and protocols.

PROJECT NARRATIVE

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

Through XC VOCA 18-19 grant funds (January 1, 2021 – December 31, 2021), 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

¹ 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.

protocols, new case management, new victim outreach materials, and increased awareness citywide regarding victim services and wraparound services.

VSSC Selection of Lead Agency to Administer XC Grant:

In furtherance of XC grant objective goals, the City of Los Angeles reconvened the VSSC steering committee, comprised of the mandatory representatives outlined by Cal OES in the XC RFA for FY 2021.² On September 2, 2020, the VSSC met to discuss the XC RFA for FY 2021 and review the existing victim services/gaps identified in the current XC grant cycle.

As a result of the meeting, the VSSC members and attendees agreed to have the Los Angeles City Attorney's Office continue to serve as the lead agency to administer the XC Grant subaward. 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.

Victim Service Gaps/Needs Identified by the VSSC:

The VSSC discussed current and existing target areas ripe for more resources that will be addressed through XC grant resources. These victim service gaps/needs identified include increased services to the following victim

² 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.

populations: domestic violence, children exposed to violence, and human trafficking.

XC funding will address the shortage of resources (in terms of services, monetary, and staffing) associated with this broad range of crime 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.

Based upon the problems and gaps confronted by victims accessing services in Los Angeles identified by the VSSC, the following summary reflects the victim services gaps/needs collectively agreed upon by the VSSC members for XC funds to address:

- Domestic Violence – insufficient access to mental health services; need for improvement in language capacity and cultural competency of victim service providers; insufficient outreach to men and children; lack of access to shelters; insufficient case management supportive care; and insufficient access to domestic violence emergency responders
- Children Exposed to Violence/Trauma – lack of access to mental health; lack of assistance with court advocacy; insufficient connection to services; insufficient outreach to males (boys); and insufficient access to

case management supportive care and to sustainable point of contact with victims.

- Human Trafficking – lack of access to specialized mental health needs of victims; insufficient mentorship services, direct services, and case management supportive care; and insufficient language capacity and cultural competency of victim service providers.
- Advocates In LAPD Stations: lack of full-time victim advocates in unserved Los Angeles Police Department divisions throughout the City, limiting geographic access to advocates, insufficient connection to services; need to provide comprehensive services to all crime types/victims; need to improve outreach to males, and; insufficient access to emergency services (related to housing and food).

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 gaps in services/needs have been identified. The victim population intended to

be served includes, children exposed to violence, human trafficking, and domestic violence. In addition, continued staffing at LAPD stations.

Domestic Violence:

To address victim service gaps involving domestic violence victims, the City's XC plan will collaborate with two longstanding community based organizations dedicated to serving domestic violence survivors in the Los Angeles area: Peace Over Violence (POV) and Center for Pacific Asian Family (CPAF).

Peace Over Violence (POV) is dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence. POV has been a leader in advocacy for victims of violence since 1971, when the organization first began as a grassroots, community hotline focusing upon crisis intervention and prevention of interpersonal violence. Over the years, programs have expanded far beyond the hotline to include: one-on-one and support group counseling; client accompaniment and advocacy; emergency response through Sexual Assault Response Team (SART) and Domestic Abuse Response Team (DART); case management; the Right Response (assistance to victims with disabilities); education and training; parenting education; youth violence prevention education and leadership development; policy development and policy advocacy; and the Legal Assistance Project. All programs integrate the

concepts of empowerment, education and advocacy into comprehensive services culturally and linguistically adapted to benefit special populations. POV has played a major role in the following: acknowledgement of rape, battery and stalking as crimes; changes to criminal procedure to respect the rights of victims; development of anti-violence policies and curricula, and; training of law enforcement, emergency room and medical personnel to recognize and intervene in cases of domestic violence, stalking and rape.

This funding opportunity will allow POV to expand its ability to provide immediate interventions, follow-up, case management, and mental health services for victims. In particular, POV will use XC grant funding to target 107 clients during a 12-month performance period (January 1, 2021 to December 31, 2021). Services include trauma-informed crisis intervention, emergency response, advocacy and case management services, one-on-one counseling and support groups for victims of domestic violence.

The agency will have a data collection system in place, as well as policies and procedures, to capture statistical information related to mental health counseling, housing, education, employment, and/or other related services.

Without XC grant funding, the target number of victims will remain unserved. Survivors who are not able to access and take advantage of tailored wraparound services are less likely to heal both physically and

emotionally from multiple traumas, making the impacts of the cycle of intergenerational violence more likely to continue.

Center for Pacific Asian Family (CPAF), is the second agency utilized to address the gaps in services for domestic violence victims. Using XC funds, CPAF will provide crisis intervention to sexual assault and domestic violence survivors through a 24-hour crisis hotline, in person walk-ins at the Community Center, and at its confidential shelters. CPAF will respond to all sexual assault and domestic violence survivors who reach out for assistance through various means of contact (i.e., hotline, website, in-person, or referrals from community partners). CPAF operates the Access Project, a citywide Asian language bank staffed by trained volunteers and accessible by community organizations; and recruit community organizations within the City of Los Angeles to implement strategies that will improve community response to survivors of domestic violence and/or sexual assault. During this performance period, CPAF will: recruit and train 4 new bilingual volunteers to serve immigrant APIs with language capacity as part of the Access Project; provide 1 culturally responsive training to a partnering agency regarding the Access Project, and; provide translation services to 25 new survivors of sexual assault or domestic violence through the Access Project, or facilitate direct services (crisis management, counseling, emergency services, and/or case management) as outlined in the Performance Measurement Tool (PMT). XC grants funds will pay for personal and operating expenses necessary to reach the goals and objectives mentioned above.

Children Exposed to Violence:

To address services gaps involving Children Exposed to Violence is **Strength United (SU)**. Founded in 1986, SU is a dba of The University Corporation (TUC), a nonprofit 501(c)3 auxiliary of California State University, Northridge (CSUN). A Chartered Center of CSUN's Department of Educational Psychology and Counseling, SU is a social service, education and prevention organization staffed with licensed mental health professionals, psychotherapists, counselors, mentors, advocates, educators and researchers serving the San Fernando and Santa Clarita Valley.

In 2014, SU opened the first Family Justice Center in Los Angeles County, co-locating LAPD's Major Assault Crimes Detectives, Center for Assault Treatment Services Forensic Medical Evidentiary Nurse Examiners, Neighborhood Civil Legal Services, Los Angeles City Attorney Victim Assistance Representative, SU's licensed mental health clinicians, clinical supervisors, case managers, child abuse, sexual violence and domestic response team advocates, counselors, mentors, quality assurance and program managers.

The Family Justice Center is strategically located, one block south of the Metro line that traverses the entire San Fernando Valley and five minutes walking distance to the Van Nuys Courthouse. SU accepts walk-in clients to a child and family trauma informed friendly setting. SU's client centered service delivery model ensures reduction of barriers for children in need of services,

transportation, child care focused activities, portable crib and high chair, strollers, parking, diapers, baby food and light refreshments-all designed to create a supportive system of care.

SU's child crisis intervention, counseling and psychotherapy services have provided consistent high quality comprehensive levels of care for twenty-six years. Direct service staff are required to have knowledge of child development, neurobiology of trauma, attachment disorders, DSM 5 diagnostic criteria, evidenced based practices, treatment planning, law and ethics (and required documentation) and to be culturally sensitive, linguistically competent and work within in a child centered, strengths based trauma informed philosophy. Trained in the Comprehensive Assessment Pathway Model, each licensed clinician, direct support service staff and volunteers are collaboratively able to develop a unique psychosocial picture of the child and the context within which he/she lives, ensuring the design of informed interventions that are subsequently measured pre, mid and post assessments. Comprehensive assessment supports efficacy of treatment design and permits adjustments that target the most prevalent symptomology. Outcome data has demonstrated SU's interventions are successful in reducing psychological and behavioral symptoms.

To address this gap, the SU Family Justice Center provides a one-stop comprehensive operation where law enforcement, social services, mental

health, and other vital victim services are available. A plan to place new staff in LAPD stations to work alongside with Victim Service Coordinators (VSC's) will improve efforts to identify the cases involving children exposed to violence. The VSCs and staff from the Family Justice Center will work together to provide the necessary support services and links/connections to the appropriate services, such as counseling and other vital supportive treatment programs. Working relationships between programs will make identifying the needs of children easier and the delivery of critical services more effective and efficient.

XC funding will allow SU to assist/serve 50 minor victims during the performance period of January 1, 2021 to December 31, 2021. Services will include: crisis intervention, case management, court accompaniment, child counseling (individual and group), support groups and parenting for primary caregivers, and advocacy with the Los Angeles Department of Children and Family Services and the Los Angeles Unified School District, as well as the following activities:

- Development and dissemination of resource and referral brochure to existing service partners;
- Cross training with the Los Angeles City Attorney's VSCs in the Valley area;
- Development and dissemination of roll call cards for LAPD patrol;
- Roll Call Training;
- Los Angeles Children of Department and Family Services Training;
- Recruitment and training of Strength United Project Staff;

- Data Management Software augmentation to include LA City VSSC additional fields for reporting and tracking data;
- Development of referral forms and electronic two-way release;
- Development of Initial Intake, Assessment and Needs documentation;
- Assignment of accepted referrals assigned to case managers, counselors, licensed therapists, group facilitators;
- Case Manager needs assessment and provision of either direct on site linkage to services or resources to meet a family's needs associated with child victimization;
- Individual and Group facilitations to provide evidence informed interventions ranging from Trauma Focused Cognitive Behavioral Therapy, A Window Between Worlds, Art Therapy and additionally groups for Teens and significant others;
- Monthly Community Outreach at roll call trainings;
- Clinical Supervision provided on a weekly basis and clinical supervisor clinical logs;
- Completion of monthly service reports by all identified staff on the project (and entry into the software management system) to capture type and number of services to include all legal assistance, advocacy, case management, referrals, court accompaniments and counseling.

Another community-based agency, **Children's Institute Incorporated (CII)**, will use XC funds to implement a plan to address gaps related to children

exposed to gun violence (CEGV), particularly in Southeast Los Angeles. The team, developed to identify and help support the needs of children exposed to gun violence, deploys following "shots fired" calls, and serve as advocates and intervention partners who coordinate the linkage to trauma treatment for children and their families exposed to gun violence. The CEGV team works in conjunction with local partners, including the Los Angeles City Attorney's Office, the Los Angeles Police Department (LAPD), Housing Authority of the City of Los Angeles (HACLA), and the Los Angeles Unified School District (LAUSD) to develop and finalize the project's features and protocols.

CII will achieve the following goals and objectives, using XC funds:

- Develop and execute an MOU with LAPD;
- Continue working with one Project Manager and two Coordinator Advocates;
- Secure advanced CEGV training for CEGV staff and project partners;
- Implement protocols to identify and link CEGV victims to services provided by CII or other service providers to address trauma from gun violence;
- Implement protocols to conduct follow up visits at scenes of "shots fired" to identify additional CEGV victims and to raise awareness re CEGV among residents;
- Implement protocols to notify local school officials whose enrolled students may have been affected following "shots fired" calls;

- Graphic design development of CEGV program materials in both English and Spanish;
- Order outreach items (i.e., pamphlets and other program material with logos and contact information, in furtherance of addressing gaps related to CEGV) for distribution at trainings and presentations during project implementation period;
- Calendar community events during project implementation period around CEGV awareness;
- Order supplies for program launch and new personnel, and;
- Develop data gathering tools for statistical information purposes in furtherance of XC progress reports to submit to the Los Angeles City Attorney's Office.

CII's CEGV project will utilize XC funds (17VOCA) to pay for personnel and operating expenses to achieve the aforementioned goals and objectives.

Human Trafficking:

Two agencies have been selected to address the gaps in services related to human trafficking. The first agency, is the **Coalition to Abolish Slavery and Trafficking** (CAST). Established in 1998, CAST is a multi-ethnic human rights organization dedicated to serving all victims of human trafficking through its model evidence-based direct service program and a strong network of over 90 Los Angeles- based partners that provide specialized care to victims. CAST achieves its goals by: building a comprehensive and coordinated, multi-faceted

response to the needs of victims by developing inter-agency and multi-disciplinary networks, such as co-leading the Los Angeles Regional Human Trafficking Taskforce³; developing effective protocols in collaboration with all levels of law enforcement; training nearly 50,000 governmental, community-based and faith-based organizations to identify and serve victims; successfully advocating for anti-trafficking policies; developing nationally recognized direct service programs, and a legal services program.

CAST provides a dynamic network of service providers and a coordinated, comprehensive and individualized response to the needs of all victims of trafficking. CAST is one of the few agencies in Los Angeles that serves victims of all types of human trafficking (both men and women, minors (including Transitional Aged Youth) and adults).

CAST will use XC funds to expand outreach of services provided to least 80 victims (both domestic and foreign national) with comprehensive case management services that would have been underserved and/or not served without the XC grant funds. In addition, CAST provides culturally competent and linguistically appropriate services to victims in their language of choice. CAST's direct service staff members jointly have language capacity of Spanish, Korean, Mandarin, and Taiwanese. In addition, CAST utilizes the assistance of tele-interpreters to provide interpretation in over 100 languages and dialects.

³ The Los Angeles Regional Human Trafficking Taskforce is a regional Rescue and Restore Coalition mobilizing over 60 faith and community organizations to identify victims, and a new County-wide CSEC Specialized Services Work Group.

With the XC grant funds, CAST's Comprehensive Case Management Program will be able to serve a greater number of victims of all trafficking, including those that are often overlooked due to not being the current funding priority of county resources.

CAST services begins with a comprehensive strengths and needs assessment in order create an individualized service plan with client- identified goals that lead to long-term recovery and self-sufficiency. The CAST Case Manager engages the client from identification, manages each case, provides supportive counseling, life skills training and guidance, and oversees access to CAST's partner network to provide specialized wraparound services that are strengths-based, client-centered, and culturally and linguistically appropriate, including housing, mental health, medical/dental/vision, and an array of specialized services from parenting support to tattoo removal. CAST's case management services are crucial to assist survivors towards stability and self-sufficiency.

CAST uses a Survivor Comprehensive Assessment to measure overall survivor improvement on a quarterly basis. This tool tracks progress in 13 categories (housing, basic necessities/financial health, physical safety, primary/medical health, dental health, vision, emotional/behavioral health, life skills, education/literacy, job skills/employment, support system, legal issues/immigration status, and family reunification/children) on a scale from 1 to 5. With the funds from this grant, 90% of survivors served will see an increase

in their overall functioning score from the survivor comprehensive assessment.

Additional outcome measures will include:

- 100% of victims served will have a safety assessment completed and a safety plan
- Culturally/linguistically competent Comprehensive Case Management services will be provided to 80 underserved victims of human trafficking, including labor and sex trafficking, men and women, minors and adults.
- 2,500 units of comprehensive in-house service will be provided to victims of human trafficking
- Emergency and/or transitional housing will be coordinated for 25 victims of human trafficking.

CAST maintains statistics and data on services and results through a comprehensive database. Case Managers input data regarding specific services provided, distinguished by category including mental health, supporting counseling, housing, education, employment, basic necessities, and other related services. In addition, Case Managers input safety assessments and quarterly comprehensive assessments into the database in order to track outcome scores. CAST utilizes the data to identify patterns and trends in order to evaluate and improve services and create a feedback loop.

Without XC funding, CAST will be unable to serve as many victims, and those that are not being served through county priorities will fall

through the cracks, leading to higher vulnerability to being re-trafficked, re-victimized, and further exploited.

The second agency identified to address the gaps in services/needs for human trafficking victims is **Journey Out (JO)**. JO, is a 35 year old nonprofit organization in the tough fight to help women and girls in Los Angeles become successful survivors of commercial sexual exploitation. The journey out of such abusive and violent situations is a difficult one, especially because the women involved who have often been subjected to abuse since childhood – they are truly “the girls that got left behind.” Every woman or girl we have served over the last 35 years is an illustration of the contribution we make to the fabric of our communities and to the ever-growing movement to end commercial sexual exploitation.

JO brings extensive experience to providing services to victims of sex trafficking and commercial sexual exploitation as well as utilizing and training survivors to provide services to both women and youth. With a long history working with law-enforcement to provide services and programs to victims of sex trafficking, such as the Drop-In Center Programming, Prostitution Diversion Program (PDP), Domestic Minor Sex Trafficking Program, Street Outreach Program, Mentoring Program, and community and agency education and training.

The XC Grant provides JO the opportunity to address the identified gaps in services/needs among victims of crime, particularly human trafficking victims,

through increased supportive services. The XC Grant will pay for two separate projects administered by JO. Under the first project, XC grant funding will allow JO to continue providing crisis services to human trafficking victims, through a partnership with Los Angeles Police Department's Human Sex Trafficking Bureau Task Force (HSTBTF), Valley Operations Division and South Bureau. The objectives and activities of the task force during this 12 month period is outlined below:

- Two full time advocates/case workers will be assigned to HSTBTF, Valley Operations Division and South Bureau. One Advocate will be the Lead Caseworker and will make decisions on provision of services to victims as well as take the lead when collaborating with law enforcement. Advocates/case workers will work with LAPD task force officers and make individual assessments of human trafficking victims to determine each victim's specific needs and maintain individual case files for each victim.
- Advocates/case workers will provide direct services to at least 42 victims of human trafficking during the 12 month grant period. These direct services include: resource information and referrals to social services and emergency shelters, and additional follow-up, wraparound, and supportive care.
- Volunteers will be utilized to assist Advocates to provide direct services to human trafficking victims.

Basic statistics and general information can be shared, but specific details must be considered confidential client information. A training component will also be utilized in the SBHSTTF project. Training will focus on training law enforcement in recognizing and informing officers when to call case workers for help with human trafficking victims, what to expect when calling for assistance, and what are the resources and services available for victims.

As a secondary project, JO will administer Project BEACON Program. BEACON is a victim-centered, pre-filing prostitution diversion (PDP) program developed to support those entangled in prostitution through human trafficking by connecting individuals to wraparound services. Through a first contact model of service provision, BEACON aims to prevent victims of human trafficking from getting further drawn into the criminal justice system.

XC grant funds allocated toward BEACON will provide those charged with prostitution related offenses supportive care and PDP sessions over a 12 month period as outlined below:

- One Eligibility Case Manager (ECM) will be responsible for being a first contact person for BEACON clients. The ECM will explain the benefit of participating in PDP prior to charges being filed. The ECM's responsibility will include follow up contact and outreach to participant to facilitate their enrollment and completion of the PDP. The ECM will provide direct services to individuals who enroll in the program.

- The ECM will provide direct services to at least 12 victims of human trafficking during the grant period. Services include case management, providing resource information and referrals to additional social services, and linkage to other agencies and supports, including educational opportunities. The ECM will refer and assist all eligible victims with human trafficking victim conviction relief through petitions to vacate and seal arrest and/or conviction records when applicable.
- One Program Manager will serve as the BEACON liaison with LAPD and the City Attorney's Office to ensure program objectives are being met. The Program Manager will utilize her former work experience with LAPD to enhance relations with top leadership and encourage officers to engage the BEACON program for those who could be charged with prostitution related offenses.
- Volunteers will be utilized to assist ECM to provide direct services to clients who accept the PDP.

Unserved Police Stations: The Los Angeles City Attorney's Office Victim Assistance Program (VAP) helped 15,970 individuals during the first 39 months of the XC grant cycle (July 1, 2016 to September 30, 2019) through Victim Service Coordinators assigned to the XC grant. Of those victims, 87% were new victims receiving services for the first time through the Los Angeles City Attorney Victim Assistance Program Coordinators staffed directly in the Los Angeles Police Department's divisions/police stations.

- The City Attorney Victim Service Coordinators staffed in LAPD stations can effectively and efficiently connect victims to services based upon their physical location and access to victims soon after the crime has been reported and/or has occurred. The goal is to have staff assigned to all 21 LAPD stations. The (5) full-time VSCs will ensure that there is geographic coverage of the entire City of Los Angeles.
- The VAP based Coordinators will fill the gap by assuming the point of contact role which can identify the victimization type, triage the needs for all victims, provide needed services and information in a timely manner and link them to available services offered by other agencies based upon their specialized needs.

Distribution of Funds:

XC grant funds will help address the victim services gaps/needs identified by the VSSC. 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 a range of crime victims, domestic violence, children exposed to violence, and human trafficking. Funding will be distributed and shared with selected victim services providers. 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 to enhance victim access to VAP advocates throughout the City by continuing to staff LAPD divisions.

The Los Angeles City Attorney's Office selected the VSSC members based on established working relationships as victim services providers currently partnering with the VAP.

The identified VSSC members receiving funding are described below, which represents the distribution of funds based on the XC Grant FY 19/20:

| IDENTIFIED GAPS IN SERVICES/NEEDS | FUNDS | TOTAL PROJECT |
|--|--------------------|----------------------|
| <u>Unserved LAPD Stations</u> | | |
| LA City Attorney VAP Advocates (includes Personnel and Operating Expenses) | \$808,566 | \$808,566 |
| <u>Domestic Violence</u> | | |
| Peace Over Violence | \$84,000 | \$84,000 |
| Center For Pacific Asian Family | \$54,000 | \$54,000 |
| <u>Human Trafficking</u> | | |
| Coalition To Abolish Slavery & Trafficking | \$84,000 | \$84,000 |
| Journey Out | \$90,000 | \$90,000 |
| <u>Children Exposed to Violence/Trauma</u> | | |
| Strength United Family Justice Center | \$84,000 | \$84,000 |
| Children's Institute Inc. | \$380,000 | \$380,000 |
| | \$1,584,566 | \$1,584,566 |

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 FY January 1, 2021 to December 31, 2021. 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 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

Subrecipient: City of Los Angeles

Subaward #: XC

the number of referrals (and the service needs that are addressed 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 st Report | January 1, 2021 – June 30, 2021 | July 31, 2021 |
| Final Report | July 1, 2021 – December 31, 2021 | January 31, 2022 |

Subgrantee Report (OVC PMT)

| Report Period | Due Date |
|-------------------------------------|------------------|
| January 1, 2021 – March 31, 2021 | April 14, 2021 |
| April 1, 2021 – June 30, 2021 | July 14, 2021 |
| July 1, 2021 – September 30, 2021 | October 14, 2021 |
| October 1, 2021 – December 31, 2021 | January 14, 2022 |

- 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, including male 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;
- 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:

As the lead agency selected for the City of Los Angeles County Victim Services (XC) grant, the Los Angeles City Attorney's Office will be responsible for implementing the XC Victim Services Steering Committee's plan for the grant period of January 1, 2021 through December 31, 2021. The City has 40 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 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

Subrecipient: City of Los Angeles Subaward #: XC

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 City of Los Angeles County Victim Services (XC) VSSC Plan for FY 2021.

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

| | | |
|---|-------------------------------|--------------------|
| Subrecipient <u>City of Los Angeles</u> | Duns# <u>156092066</u> | FIPS# _____ |
| Disaster/Program Title: <u>County Victim Services (XC) Program - City of Los Angeles</u> | | |
| Performance Period: <u>01/01/21</u> to <u>12/31/21</u> Subaward Amount Requested: <u>\$ 1,584,566</u> | | |
| Type of Non-Federal Entity (Check Box): <input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe | | |

Per Title 2 CFR § 200.331, 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? | 3-10 grants |
| 4. What is the approximate total dollar amount of all grants your organization receives? | \$ 6,169,091 |
| 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? | Yes |
| 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, etc.? | 3-5 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.*

Signature: (Authorized Agent) 

Date: 10/01/2020

Print Name and Title: Derek Tennell

Phone Number: (213) 978-2100

Cal OES Staff Only: SUBAWARD # _____

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Los Angeles

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

23, 25, 26, 27, 28, 29, 30, 32, 33, 34*, 35, 37, 38, 39, 40, 43, 44, 47

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

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

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

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

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

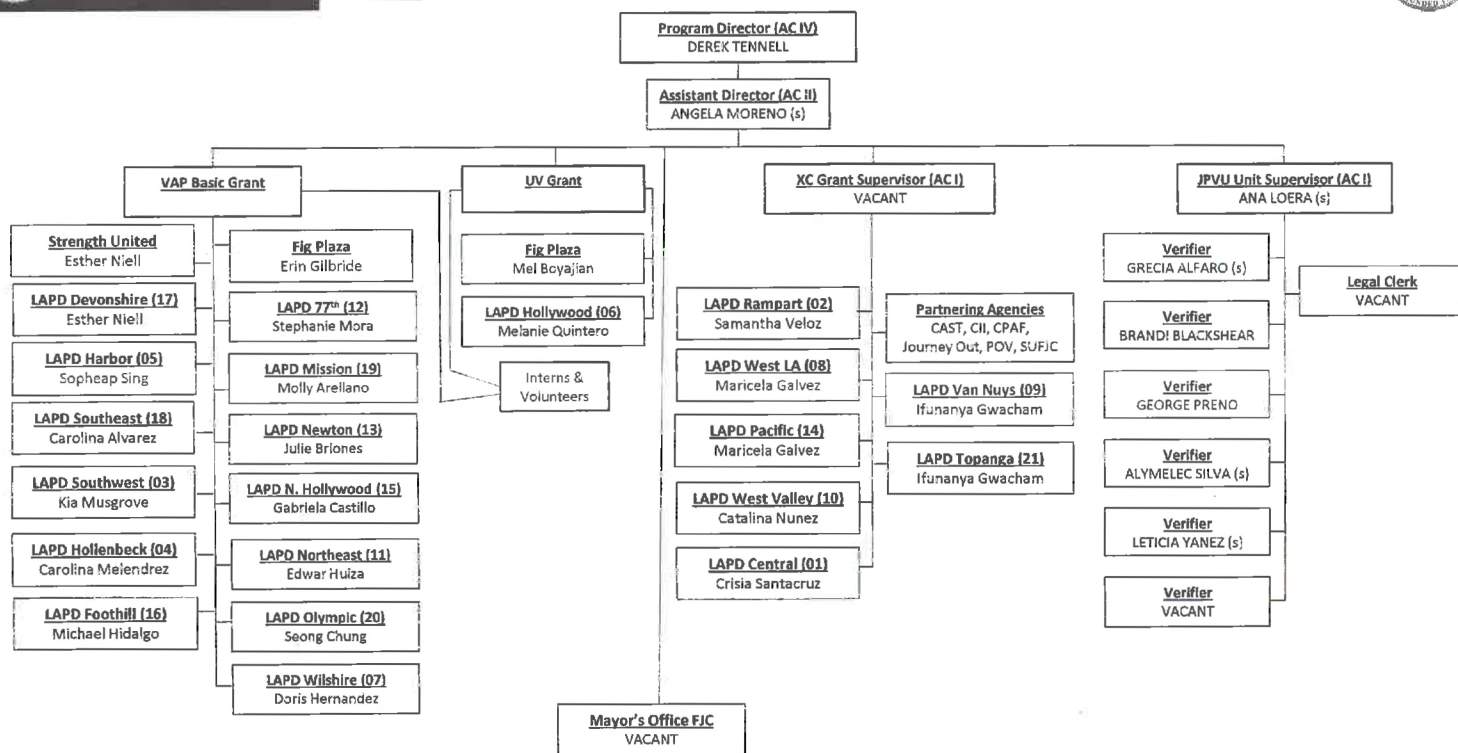
3,979,537 (2019 estimate)



VAP

Victim
Assistance
Program

ORGANIZATIONAL CHART



April 2020

VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM
PARTIAL MATCH WAIVER REQUEST

Cal OES Subrecipients may request up to an 80% partial Match Waiver. Approval is dependent on a compelling justification. To request a partial Match Waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: Los Angeles
2. Cal OES Subaward Number: 23, 25, 26, 27, 28, 29, 30, 32, 33, 34*, 35, 37, 38, 39, 40, 43, 44, 47
3. Subrecipient's Name: 36, 38, 39, 41, 43, 44, 45, 46, 48, 49, 50, 51*, 52, 53*, 54, 55, 57, 58, 59*,
4. Grant Subaward Performance Period 3,979,537 (2019 through 18, 20, 21, 22, 24*, 25,
5. VOCA Victim Assistance Funds Awarded: \$ 792,283
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 0.00
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0.00
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 0.00
9. 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.

10. Describe practical and/or logistical obstacles to providing match:

The XC Program is limited to using in-kind donations to meet our match requirement. The XC Program and our Participating Agencies (subrecipients) have experienced difficulty recruiting and retaining volunteers for unpaid work. Due to COVID-19, the XC Program and our subrecipients are required to work remotely as a Safer at Home order has been implemented by local and state government, making it impossible to recruit and train volunteers at this time. Approval of this match waiver will allow the XC Program to focus on the needs of crime victims.

11. Describe any local resource constraints to providing match:

Approved ☐

Denied ☐

Unit Chief Name

Unit Chief Signature / Date

VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM
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11. Describe any local resource constraints to providing match:

Approved ☐

Denied ☐

Unit Chief Name

Unit Chief Signature / Date

Operational Agreements (OA) Summary Form

| List of Agencies/Organizations/Individuals | | Date OA Signed (xx/xx/xxxx) | Dates of OA From: To: | | |
|--|---|--------------------------------|--------------------------|----|----------|
| 1. | LA County Dep. Children Family Ser. Child Prot.Ser. | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 2. | LA County Dep. of Mental Health Mental Health Dep. | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 3. | Office of Operations Los Angeles Police Department | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 4. | Peace Over Violence (POV) | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 5. | Strength United Family Justice Center | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 6. | Coalition to Abolish Slavery & Trafficking | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 7. | Journey Out | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 8. | DV Policy & Vulnerable Populations Off. Public Safety | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 9. | Jenesse Center, Inc. | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 10. | City of Los Angeles Department of Aging | 09/02/20 | 01/01/21 | to | 12/31/21 |
| 11. | | | | to | |
| 12. | | | | to | |
| 13. | | | | to | |
| 14. | | | | to | |
| 15. | | | | to | |
| 16. | | | | to | |
| 17. | | | | to | |
| 18. | | | | to | |
| 19. | | | | to | |
| 20. | | | | to | |

Use additional pages if necessary.

PETTY CASH VICTIM FUND PROCEDURE

Office of the Los Angeles City Attorney

XC

SUBRECIPIENT NAME

SUBAWARD #

A Petty Cash Victim Fund is a small amount of discretionary funds, in the form of cash, used for disbursements for unforeseen financial intervention paid directly to the victim. Victim service projects may budget up to two percent of the total project cost for petty cash.

Due to the nature of the Petty Cash Victim Fund, it is necessary that safeguards and accountability of the funds be maintained. For effective management, the following procedures must be followed:

1. The Petty Cash Victim Fund and regular grant allocation funds must be kept separate, each with its own account within the general ledger.
2. The authority to disburse funds to victims from the Petty Cash Victim Fund rests with the Project Director and Financial Officer or those identified on the Signature Authorization Form (Cal OES 2-103).
3. The identification and signature of the victim and the employee disbursing the fund must be maintained, as well as the date, amount, and reason for the request.
4. Direct cash disbursements will be limited to no more than \$ 100.00 per individual. Victims are not eligible to draw on the Petty Cash Victim Fund for more than one per year.

NON-COMPETITIVE BID REQUEST

Office of the Los Angeles City Attorney

XC

SUBRECIPIENT NAME

GRANT SUBAWARD #

Complete this form, and provide required attachments, to request approval for a non-competitive bid procurement per Subrecipient Handbook (SRH) Section 3500. Approval is only required for contracts above \$10,000.

| | |
|------------------------------------|---------|
| Contractor/Procurement: | None |
| Total Contract/Procurement Amount: | \$ 0.00 |
| Service Provided: | N/A |

Contract Justification – Attach a narrative response addressing the following as required by the identified SRH Section:

**Cal OES
Approval**
Yes N/A

- | | | | |
|--------|---|--------------------------|-------------------------------------|
| 3511 | Explain conditions requiring a non-competitive/sole source contract. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3521.1 | Provide a brief description of the product or service being procured. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3521.2 | Explain the necessity to contract non-competitively and how the price for the contract was determined, including: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Expertise of the contractor; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Management capabilities to perform the tasks required; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Contractor's responsiveness to the need identified by the project; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Contractor's relevant knowledge and experience; and | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Justification of the reasonableness of the cost. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3521.3 | Explain the uniqueness of the contract, including: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Patents, copyrights; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Facilities, investments; or | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Continuation of an existing project. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3521.4 | Explain any time constraints, including: | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • When contractual coverage is required and why; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Impact on project if dates are not met; and/or | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | • Time required for another contractor to reach the same level for competence. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Procurement Justification – Attach a narrative response addressing the following as required by the identified SRH Section:

**Cal OES
Approval**
Yes N/A

- | | | | |
|------|--|--------------------------|-------------------------------------|
| 3522 | Description of the product to be purchased; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Necessity of purchase; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | How the price of the product was determined; and | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Other pertinent background data. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Subrecipient Signature – Individual must be on the Signature Authorization Form (Cal OES 2-103)

| | | | |
|--|----------------------|--------|-------------------------------------|
| I certify a non-competitive bid is necessary for the contract/procurement identified on this form. | | | |
| Typed Name: | Michiko Reyes | Title: | Program Director |
| Signature: | <i>Michiko Reyes</i> | Date: | 10/04/2020 09/22/2020 |

Cal OES Approvals

| | | | |
|---------------------|--|-------|--|
| Program Specialist: | | Date | |
| Unit Chief: | | Date: | |

Attachment A

Non-Competitive Bid Request Form

For FY 20-21 the City Attorney's Office proposes to maintain its existing project scope to address gaps in services in Los Angeles. This includes Tier 2 subrecipients providing services for victims of domestic violence and human trafficking, as well as children exposed to trauma/violence. Per approval from the Victim Services Steering Committee, the non-competitive bid approach applies under Section 3511(d) of the Subrecipient Handbook to ensure that "each of the existing contractors can meet a temporary or time limited employment need" arising under the current pandemic. Due to Covid and state imposed social distancing guidelines, the Tier 2 agencies are currently meeting a temporary need to provide telephonic and virtual assistance to all of their victims. To this end, each agency has outfitted their staff with new skills, tools, and technology to continue with victim services in a confidential setting, notwithstanding the inability to engage in person. Each agency also has the subject matter expertise to best support their specialized victim populations, has a history of meeting their set rates of performance measures, and consistently maintains efficiency/reasonableness in their costs. For the FY 20/21 term, the City Attorney's Office intends to amend its existing Tier 2 contracts to continue their operations from 1/1/21 – 12/31/21. Any disruptions to this group of providers could detrimentally impact the victim population for which the XC grant intends to serve.

