

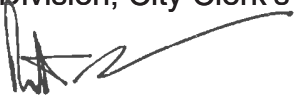
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0008

Date: September 17, 2021

To: The Mayor
The Council

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

From: Matthew W. Szabo, City Administrative Officer 

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA OFFICE OF EMERGENCY SERVICES 2021-22 VICTIM ASSISTANCE PROGRAM (VAP) SUB-AWARD THROUGH LOS ANGELES COUNTY**

Attached is the Grant Acceptance Packet (Packet) for the 42nd year of the Victim Assistance Program sub-award of funding in the amount of \$2,183,586 received by the City Attorney's Office. This funding continues the program for a 12-month performance period from October 1, 2021 through September 30, 2022. The grant finances victim advocates and administrative support staff to serve victims of crime, including emergency support, crisis intervention, resource and referral assistance, support through the court process, restitution assistance, and procurement of financial assistance for crime-related costs.

The grant funds of \$2,183,586 will provide \$1,322,108 for salaries, \$800,140 for related costs, and \$61,338 for administrative and operational expenses. The grant will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator II, and 18 Witness Service Coordinators. There is no impact on the General Fund as the grant will cover the entire program cost. There is no match required for this grant.

As a participant in the Grants Pilot Program, this department submitted the Packet for review and analysis by the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO analyst. This Office reviewed the Packet for completeness, conducted a concise analysis, a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Grant Project Cost Breakdown and Copy of Grant Agreement
- Copy of Grant Agreement

If you have any questions concerning the Grant Acceptance Packet, please contact Angelo Yenke at (213) 473-7524.

MWS:EFR:AY:04220017

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Review of Grant Award and Acceptance Determination

Recipient City Department: The Office of the City Attorney		Award Notification Date: August 2, 2021
Grant Award Title: Victim Assistance Program		Grant Amount: \$2,183,586 Prior Grant Award(s): \$2,183,466
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference: VW20 39 0190/C.F. 20-0323	Performance Start Date: October 1, 2021	Performance End Date: September 30, 2022
Purpose: The Office of the City Attorney requests authority to accept the grant award of \$2,183,586 from the County of Los Angeles for the 2021-22 Victim Assistance Program. Grant funds will provide continued support for victim services from October 1, 2021 through September 30, 2022.		

Checklist for Grant Acceptance:		Yes	No	N/A	Comments
1. Authority for Grant Acceptance					
	• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review					
	• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
	• Additional Funds requested		X		() Submit to CAO for review
3. Charter Section 1022 Determination					
	• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts					
	• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
	• Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/>			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities					
	• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations					
	• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up					
	• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification					
	• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis					
	• Department has submitted Fiscal Impact Statement	X			() Submit to CAO for review and determination

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney requests approval to accept \$2,183,586 in grant funding for the 2021-22 Victim Assistance Program (VAP). This will be the 42nd year of the VAP. The California Office of Emergency Services, which serves as the pass-through agency for the federal Victims of Crime Act funds, awarded the County of Los Angeles (County) an amount of \$8,733,865. Through a sub-recipient agreement between the County and the City of Los Angeles (City), the City will receive \$2,183,586, or 25-percent of the available funds, for a grant period of October 1, 2021 through September 30, 2022.

Grant funding will support the City Attorney's Victim Assistance Program in providing victims of crimes emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, support in navigating through the criminal court process, and help in securing financial aid for crime-related costs, including medical counseling, funeral expenses, and relocation costs. For the last grant cycle beginning October 2020 through September 2021, the VAP staff served a total 7,179 new and continuing crime victims. Staff assisted 5,544 individuals with filing applications for the California Victim Compensation Board; counseled 1,138 through crisis; supported 1,682 through the criminal justice system; referred 5,370 to additional resources; and made 72 presentations to other public and law enforcement agencies. Victim services will be provided in the following locations: Strength United Family Justice Center, Central Office of the City Attorney, and Los Angeles Police Department Area Divisions consisting of Devonshire, Harbor, Southeast, Southwest, Hollenbeck, Foothill, 77th, Mission, North Hollywood, Northeast, Olympic, and Wilshire.

(Continued on Page 3)

11. Recommendations

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

That the Council, subject to the approval of the Mayor:

1. Authorize the City Attorney, or designee, to accept grant funding in the amount of \$2,183,586 from the County of Los Angeles, and accept and execute the grant agreement between the County of Los Angeles and the City Attorney's Office, subject to the approval of the City Attorney as to form;
2. Authorize the Controller to:
 - a. Establish within Fund 368 a receivable for this program in the amount of \$2,183,586 from the County of Los Angeles;
 - b. Establish within Fund 368 a new appropriation account 12V311, Victim Assistance Program, in the amount of \$2,183,586;
 - c. Transfer up to \$748,311 from Fund 368, Department 12, Account 12V311 to Fund 100, Department 12, Revenue Source Code 5427, Reimbursement from Grants, for direct salary expenses, upon receipt of grant funds and approval of grant expenses;
 - d. Transfer up to \$800,140 from Fund 368, Department 12, Account 12V311 to Fund 100, Department 12, Revenue Source Code 5346, Related Cost Reimbursement – Grants, for indirect costs, upon receipt of grant funds and approval of grant expenses;
 - e. Transfer up to \$430,333 from Fund 368, Department 12, Account 12V311 to Fund 100, Department 12, Account 001010, Salaries General for salary expenses, upon receipt of grant funds and approval of grant expenses; and,

(Continued on Page 3)

12. Fiscal Impact Statement

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

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

The total cost of the 2021-22 Victim Assistance Program is \$2,183,586 and is fully reimbursable by the grant. Of this amount, \$1,322,108 will fund direct salary costs, \$800,140 will fund related costs, and \$61,338 will fund operational expenses. There is no match requirement. There is no impact on the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that grant revenue are available to fully support the cost of this program.

Doc No. 04220017

Angelo Yenke	Edward F. Roes		
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

Total grant funds in the amount of \$2,183,586 will support salaries (\$1,322,108), related costs (\$800,140), and other expenses (\$61,338) as follows: \$1,000 for printing, \$420 for travel, \$29,000 for contractual services, \$16,380 for operating supplies, \$1,660 for office supplies, \$10,878 for equipment, \$2,000 for contingency expenses. Funding for personnel will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator II and 18 Witness Service Coordinators. There is no impact on the General Fund as the grant award of \$2,183,586 will cover the entire program cost.

11. Recommendations (Continued from Page 2)

3. Instruct the City Clerk to place on the Council calendar for July 1, 2022, or the first meeting thereafter, the following action relative to the Fiscal Year 2021-22 Victim Assistance Program Grant:

“That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$143,444 from Fund 368, Department 12, Account 12V311 – Victim Assistance Program to Fund 100, Department 12, Account 001010, Salaries General.”

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

**Grant Award Notification and Acceptance
Grant Project Cost Breakdown**

Grant Name: VAP				Department:		
Grant Project Breakdown			Grant Funds	Additional Costs**		
Salaries				City Funds	Non-City Funds	Comments
1010 Salaries General			1,322,108			1,322,108
1020 Salaries Grant Reimbursed						-
Other Volunteer Hours						-
1090 Overtime						-
Salaries Total:			\$ 1,322,108	\$ -	\$ -	\$ 1,322,108
Related Costs*		CAP Rate				
Fringe Benefits		43.58%	576,175			576,175
Department Administration		12.60%	166,586			166,586
Central Services		4.34%	57,379			57,379
Related Costs Total:			\$ 800,140	\$ -	\$ -	\$ 800,140
Expense						
2120 Printing & Binding			1,000			1,000
2130 Travel & Training			420			420
3040 Contractual Services			29,000			29,000
3310 Transportation						-
4160 Governmental Meetings						-
6010 Office Supplies			1,660			1,660
6020 Operating Supplies			16,380			16,380
7300 Equipment			10,878			10,878
Other Emergency Fund			2,000			2,000
						-
						-
						-
Expenses Total:			\$ 61,338	\$ -	\$ -	\$ 61,338
Grand Total:			\$ 2,183,586	\$ -	\$ -	\$ 2,183,586



MICHAEL N. FEUER
CITY ATTORNEY

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

Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Patrice Lattimore

From: Janette Flintoft, Grants Director

Date: August 20, 2021

Re: Victim Assistance Program (VAP) Grant for FY 2021-22, CF # 20-0323

Transmitted herewith for Mayor and City Council consideration is grant funding totaling **\$2,183,466** for FY 2020-21 to support the City's Victim Assistance Program (VAP) during its 42nd year.

This formula grant is awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. The County of Los Angeles is the prime recipient of these funds, with the City of Los Angeles as its sub-recipient. The County has confirmed its intent to make \$2,183,856 (25% of total available funds) for the continued operation of VAP for FY 2021-22 (October 1, 2021 through September 30, 2022). Funding will support 18 FTE Witness Service Coordinator (WSC) positions, one FT Administrative Coordinator II, and 50% of one FT Administrative Coordinator IV. This reflects an increase in staffing of four WSC positions due to cost savings from the CAP 41 rates that will support four newly created "Branch Victim Witness Advocate Positions" to staff City Attorney criminal branch operations. No new position authorities are being requested; selected personnel will occupy existing DPOs vacated through SIP.

The Los Angeles City Attorney's Office Victim Assistance Program (VAP) assists victims of crime through the provision of state mandated services (CA Penal Code Section 13835.5) including: emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, orienting victims with the criminal justice system and supporting them throughout the court process, and aid in procuring financial assistance through the California Victims of Crime Compensation Program for out-of-pocket crime-related costs (medical, mental health counseling, income/support, funeral/burial, and relocation).

August 23, 2021

Page 2

Victim Assistance Program (VAP), CF # 20-0323

During FY 2020-21 (October 2020 to June 2021), VAP staff served **7,179** new and continuing crime victims, through the following services: **5,544** assists with filing for California Victim Compensation Board applications; **1,138** crisis counseling/intervention; **1,682** criminal justice support/advocacy; and **5,370** follow-ups and information referral to resources. Additionally, VAP staff provided **72** presentations to public, governmental, and law enforcement agencies regarding the program.



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department

This Grant Award is: <input checked="" type="checkbox"/> New <input 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: 08/19/2021

Grant Information

Name of Grantor:		Pass Through Agency:	
CalOES			
Grant Program Title:		Notification of Award Date:	
Victim/Witness Assistance (VW) Program (Continuation Funding) - FY 2022		08/02/2021	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	Non-Competitive/Formula	Reimbursement	CFDA#: 20-0323
			Other ID#:
			eCivis ID#:
Match Requirement:	Yes	Amount:	\$0.00
Match Type:	Cash/In-Kind	Identify Source of Match:	%Match 0
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$2,183,856.00	\$0.00	Total Project Budget:
			\$2,183,856.00

Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
Program Director	\$92,834.39	\$0.00		ACIV
Assistant Director	\$111,295.31	\$0.00		ACII
Advocates	\$1,341,947.31	\$0.00		18
Benefits	\$0.00	\$0.00		CAP41
Materials/Supplies				
Office Supplies	\$0.00	\$0.00		daily office use
Laptops & Software	\$0.00	\$0.00		HP
Travel				
Travel	\$0.00	\$0.00		Training
Other				
Cell phones	\$0.00	\$0.00		Verizon
Printing	\$0.00	\$0.00		Outreach
Emergency Fund	\$0.00	\$0.00		Petty cash
Database	\$0.00	\$0.00		3Di
Total	\$2,183,586.00	\$0.00		

Approved Project

Descriptive Title of Funded Project:		VAP Basic 2021-22	
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start: 10/01/2021	End: 09/30/2022	Affected Council District(s):	
Purpose:		Affected Congressional District(s):	
Identify Internal Partners (City Dept/Bureau/Agency):			
Identify External Partners:			

Summary

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

The Los Angeles City Attorneys Office Victim Assistance Program (VAP) assists victims of crime through the provision of state mandated services (CA Penal Code Section 13835.5) including: emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, orienting victims with the criminal justice system and supporting them throughout the court process, and aid in procuring financial assistance through the California Victims of Crime Compensation Program for out-of-pocket crime-related costs (medical, mental health counseling, income/support, funeral/burial, and relocation).

Recommendations

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

1. AUTHORIZE the City Attorney or designee to EXECUTE the grant agreement between the County of Los Angeles and the City Attorney's Office. 2. AUTHORIZE the City Attorney or designee to ACCEPT the funding in the amount of \$2,183,586 from the County of Los Angeles. 3. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to: a. Establish a receivable for this program by \$2,183,586 from the County of Los Angeles; b. Establish within fund 368 a new appropriation account no. 12V311 - Victim Assistance Program in the amount of \$2,183,586. 4. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$748,331 from Fund 368/12, Account 12V311 to Fund 100/12, Revenue Source 5427, Reimbursement from Grants for salary expenses of the 11 grant reimbursed regular authorities. 5. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$800,140 from Fund 368/12, Account 12V311 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursement - Grants for indirect costs. 6. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to 430,333 from Fund 368/12, Account 12V311 to Fund 100/12, Account 001010 Salaries General for FY 21-22 salary expenses of the 9 resolution authorities. 7. RESOLVE that employment authority in the City Attorney's Office for the period of October 1, 2021 through June 30, 2022 for four Witness Service Coordinator (Class Code 0531) positions are approved. 8. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2022, the following action relative to the FY 21-22 Victim Assistance Program "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$143,444 from Fund 368, Department 12, Account 12V311 - Victim Assistance Program to Fund 100/12, Account 001010 Salaries General." 9. AUTHORIZE the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer; and, AUTHORIZE the Controller to implement the instructions.

Fiscal Impact Statement

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

There is no General Fund impact to accept this award. The total grant project cost is \$2,183,586 and will be reimbursed by Cal OES.

Acceptance Packet

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

☐ Grant Award Notification and Acceptance

☐ Copy of Award Notice

☐ Grant Project Cost Breakdown (Excel Document)

☐ Copy of Grant Agreement (if applicable)

☐ Detail of Positions and Salary Costs (Excel Document)

☐ Additional Documents (if applicable)

Department Head Name:

Department Head Signature:

Date:

Tamara Fierdafa

[Signature]

8/24/22

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:

This **AGREEMENT** is made and entered into this 1st day of October, 2021, in the City of Los Angeles, California, by and between the **COUNTY OF LOS ANGELES**, a county and political subdivision of the State of California (hereinafter referred to as the **COUNTY**), and the **CITY OF LOS ANGELES**, a chartered municipality organized under the laws of the State of California (hereinafter referred to as the **CITY**), collectively referred to as the **PARTIES**;

WHEREAS, the **COUNTY**, pursuant to Penal Code Section 13835, *et seq.*, has designated its Office of the District Attorney through its Victim Witness Assistance Program as a major provider of comprehensive services to victims and witnesses of all types of crimes; and

WHEREAS, the State of California Governor's Office of Emergency Services (hereinafter referred to as **Cal OES**) has awarded the **COUNTY** funds through its Victim Witness Assistance (VW) Program in the amount of \$8,734,347 to provide Victim Witness services, of which \$6,550,761 will be utilized by the **COUNTY** and the remaining portion of \$2,183,586 will be allocated to the **CITY**, as a contract sub-grantee, for the performance period beginning October 1, 2021 and ending September 30, 2022; and

1

1 Domestic Assistance (CFDA) number 16.575 and State funds are made possible
2 through the California Governor's Office of Emergency Service (Cal OES ID number
3 037-00000-19) pursuant to California Penal Code section 13835, Public Safety
4 Programs, Victim Witness Assistance (VWA0) with Federal Information Processing
5 Standard (FIPS) code number 06037-00000; and

6 **WHEREAS**, the **Cal OES** has established Program guidelines which provide that
7 there will be only one Program provider in each county; and

8 **WHEREAS**, the **CITY** desires to participate in such a program for the
9 prosecution of misdemeanor cases within its jurisdictional boundaries and to provide
10 program services at the Central Office of the City Attorney and at the following Los
11 Angeles Police Stations: 77th, Devonshire, Foothill, Harbor, Hollenbeck, Mission,
12 Newton, Northeast, North Hollywood, Olympic, Southeast, Southwest, Wilshire;

13 **WHEREAS**, the **CITY** has the capability of providing such services and the
14 **COUNTY** desires for the **CITY** to provide such services;

15 **NOW, THEREFORE**, in consideration of the mutual covenants as herein
16 set forth and the mutual benefits to be derived therefrom, the **PARTIES** agree as
17 follows:

18 **1. SCOPE OF SERVICES:**

19 The **CITY** shall provide services that are primary to the maintenance of a
20 comprehensive center responsive to the basic needs of victims and witnesses. As
21 required by Penal Code Section 13835.4, the **CITY** shall deliver services by providing
22 the following:

- 23 • Services to victims and witnesses of all types of crimes;
- 24 • Translation for non-English speaking victims and witnesses;
- 25 • Follow-up contact with victims and witnesses;
- 26 • Field visits whenever necessary to provide services;

- Encourage community involvement and volunteer participation;
- Special services specific to the needs of the hearing impaired;
- Special services specific to the needs of the disabled; and
- Services appropriate to the special needs of elderly victims.

The **CITY** shall provide the following two categories of Victim Witness services: mandatory and optional services.

A. **Mandatory Services:**

- crisis intervention
- emergency assistance
- resource and referral assistance
- direct counseling
- assistance with victim of crime claims
- property return
- orientation to the criminal justice system
- court escort/court support
- presentations and training for criminal justice agencies and victim service organizations
- public presentations and publicity
- case disposition/case status
- notification of friends and relatives
- employer notification
- restitution assistance

B. **Optional Services** (These services are included to allow centers the latitude to develop services responsive to local needs):

- employer intervention
- creditor intervention

- child care assistance
- witness protection
- temporary restraining order assistance
- transportation assistance
- court waiting area
- funeral arrangements
- crime prevention information

2. TIME AND PERFORMANCE:

Said services of the **CITY** are to, and the **CITY** certifies did, commence on October 1, 2021 and shall terminate on September 30, 2022. The **COUNTY** and the **CITY** can automatically renew this **AGREEMENT** in writing for a successive one-year period contingent upon the **COUNTY** receiving sufficient grant funds from **Cal OES**.

3. COMPENSATION:

In consideration of the services provided under this **AGREEMENT**, the **COUNTY** shall allocate to the **CITY**, as a contract sub-grantee, an amount not to exceed \$2,183,586 for the performance period beginning October 1, 2021 and ending September 30, 2022.

Payments shall constitute full and complete compensation for the **CITY's** services under this **AGREEMENT**. The **COUNTY** will pay the **CITY** from the funds the **COUNTY** receives from **Cal OES**. Any such payments shall be contingent upon the availability of **Cal OES** funds and shall not be charged upon any other **COUNTY** funds.

4. ADMINISTRATION OF AGREEMENT:

A. The District Attorney (**DA**) of the **COUNTY**, or his designated representative, is designated as the **COUNTY's** Project Director, who shall have full authority to act for the **COUNTY** in the administration of this **AGREEMENT** consistent with the provisions contained herein.

1 B. The City Attorney of the **CITY**, or his designated representative, is
2 designated as the **CITY's** Project Director, who shall have full authority to act for the
3 **CITY** in the administration of this **AGREEMENT** consistent with the provisions
4 contained herein.

5 C. The **COUNTY's** Victim Witness Assistance Program and the **CITY's**
6 Victim Assistance Program will coordinate services and will adhere to all provisions of
7 the **AGREEMENT** set forth in the grant proposal. Should either of the **PARTIES**
8 become aware of conflicts or issues of mutual concern, the **PARTIES** agree to meet
9 and confer to determine the best possible resolution in the interests of the client
10 population the programs serve.

11 **5. COMPLIANCE WITH LAWS & DIRECTIVES:**

12 All **PARTIES** agree to be bound by all applicable Federal, State and local laws,
13 ordinances, regulations, and directives as they pertain to the performance of this
14 **AGREEMENT**. All **PARTIES** agree to comply with the guidelines set forth in the Cal
15 OES 2021 Subrecipient Handbook, which can be found at [https://www.caloes.ca.gov/](https://www.caloes.ca.gov/cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications)
16 [cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications](https://www.caloes.ca.gov/cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications)
17 and which is incorporated herein to this **AGREEMENT**.

18 **6. DISCRIMINATION:**

19 No person shall, on the grounds of race, sex, creed, color, or natural origin, be
20 excluded from participation in, or be refused the benefits of, any activities, programs or
21 employment supported by this **AGREEMENT**.

22 **7. ACCOUNTING:**

23 The **CITY** must establish and maintain on a current basis an adequate
24 accounting system in accordance with the U.S. General Accounting Office Standards for
25 audit of governmental organizations, programs, activities and functions issued by the
26 U.S. General Accounting Office.

1 **8. CHANGES IN AGREEMENT AMOUNT:**

2 The **COUNTY** reserves the right to reduce the Agreement amount when the
3 **COUNTY's** fiscal monitoring indicates that the **CITY's** rate of expenditure will result in
4 unspent funds at the end of the program year. Changes in this Agreement amount will
5 be made after consultation with the **CITY**. Such changes shall be effective upon written
6 notice to the **CITY** and the **COUNTY** Project Directors.

7 **9. AUDIT PROVISIONS:**

8 The **CITY** shall comply with the Cal OES 2021 Recipient Handbook, Section
9 8151.1 (b), in securing a financial audit. The **CITY** may budget up to one and a half
10 percent (1.5%) of the total grant award for the financial audit cost. The **CITY** shall make
11 available to the **COUNTY**, the Controller of the State of California, **Cal OES** and their
12 authorized representatives for purposes of inspection and audit, any and all of its books,
13 papers, documents, financial and other records pertaining to the operation of this
14 **AGREEMENT**. The aforesaid records shall be available for inspection and audit during
15 regular business hours throughout the term of this **AGREEMENT**, and for a period of
16 five (5) years after the expiration of the term of this **AGREEMENT**.

17 **10. PROGRAM EVALUATION AND INSPECTION:**

18 The **CITY** shall permit the **COUNTY**, and authorized representatives of **Cal OES**,
19 to inspect and review its facilities and program operations intermittently upon request by
20 the **COUNTY** and **Cal OES**. Said representatives may monitor the operations of this
21 **AGREEMENT** to ensure compliance with all applicable laws and regulations. In the
22 event that any such inspection reveals a violation of any provision of this **AGREEMENT**
23 and the **CITY** fails to correct any such violation to the satisfaction of the **COUNTY** within
24 a reasonable time, not to exceed ten (10) days, the **COUNTY** may unilaterally terminate
25 this **AGREEMENT** by giving the **CITY** ten (10) days written notice of such termination.

26 ///

1 **11. AUDIT EXCEPTIONS BY COUNTY AND STATE AGENCIES:**

2 The **CITY** agrees that in the event the program established hereunder is
3 subjected to audit exceptions by appropriate **COUNTY**, State or Federal audit agencies,
4 the **CITY** shall be responsible for complying with such exceptions and paying the
5 **COUNTY** the full amount of the liability incurred by the **COUNTY** to **Cal OES** from such
6 audit exceptions.

7 **12. TERMINATION AND TERMINATION COSTS:**

8 This **AGREEMENT** may be terminated at any time by either party upon giving
9 thirty (30) days written notice to the other party. The **COUNTY** may immediately
10 terminate this **AGREEMENT** upon the termination, suspension, discontinuation, or
11 substantial reduction in **Cal OES** funding for the Agreement activity. In such event, the
12 **CITY** shall be compensated for all services rendered and all associated costs incurred
13 in accordance with the terms of this **AGREEMENT** that have not been previously
14 reimbursed, to the date of said termination to the extent **Cal OES** funds are available.
15 All remaining funds not compensated to the **CITY** by termination of this **AGREEMENT**
16 will revert back to the **COUNTY**. Payment shall be made only upon filing with the
17 **COUNTY**, by the **CITY**, of vouchers evidencing the time expended and said cost
18 incurred. Said vouchers must be filed with the **COUNTY** within thirty (30) days of the
19 date of said termination.

20 **13. INDEPENDENT STATUS:**

21 Both **PARTIES** hereto in the performance of this **AGREEMENT** will be acting in
22 an independent capacity and not as agents, employees, partners, joint venturers, or
23 associates of one another. The employees or agent of one party shall not be deemed
24 or construed to be the agent or employees of the other party for any purpose
25 whatsoever.

26 ///

1 **14. ASSIGNMENT:**

2 No performance of this **AGREEMENT** or any section thereof may be assigned or
3 subcontracted by the **CITY** without the express written consent of the **COUNTY**, and
4 any attempt by the **CITY** to assign or subcontract any performance of the terms of this
5 **AGREEMENT** shall be null and void and shall constitute a material breach of this
6 **AGREEMENT**.

7 **15. HOLD HARMLESS:**

8 A. Neither the **COUNTY** nor any officer or employee thereof shall be
9 responsible for any damages or liability occurring by reason of anything done or omitted
10 to be done by the **CITY**, or in connection with any authority or jurisdiction delegated to
11 the **CITY** under this **AGREEMENT**. It is understood and agreed that, pursuant to
12 Government Code Section 895.4, the **CITY** shall fully indemnify and hold the **COUNTY**,
13 its officers and employees, harmless from any liability occurring by reason of anything
14 done or omitted to be done by the **CITY** or any officer or employee thereof under or in
15 connection with any authority or jurisdiction delegated to the **CITY** under this
16 **AGREEMENT**.

17 B. Neither the **CITY**, nor any officer or employee thereof shall be responsible
18 for any damage or liability occurring by reason of anything done or omitted to be done
19 by the **COUNTY** under this **AGREEMENT**. It is understood and agreed that pursuant to
20 Government Code Section 895.4, the **COUNTY** shall indemnify and hold the **CITY**, its
21 officers and employees, harmless from any liability imposed by reason of anything done
22 or omitted to be done by the **COUNTY**, or any officer or employee thereof, under or in
23 connection with any authority or jurisdiction delegated to the **COUNTY** under this
24 **AGREEMENT**.

25 ///

26 ///

1 **16. MONITORING:**

2 The **COUNTY** shall have the authority to cause regular monitoring of this
3 **AGREEMENT** to verify that the **CITY** is operating in accordance with the grant award
4 and the services to be performed thereto.

5 **17. NOTICES:**

6 Notices and other correspondence shall be sent to the **COUNTY** as follows:

7 **GEORGE GASCÓN**, District Attorney
8 County of Los Angeles
211 West Temple Street, Suite 1200
Los Angeles, CA 90012-3205

9 Notices and other correspondence shall be sent to the **CITY** as follows:

10 **LEELA KAPUR**, Executive Assistant City Attorney
11 City of Los Angeles
800 City Hall East
12 200 North Main Street, 8th Floor
13 Los Angeles, CA 90012-4133

14 **18. WAIVER:**

15 No waiver by the **COUNTY** of any breach of any provision of this **AGREEMENT**
16 shall constitute a waiver of any other breach or of such provision. Failure of the
17 **COUNTY** to enforce at any time, or from time to time, any provision of this
18 **AGREEMENT** shall not be construed as a waiver thereof. The rights and remedies set
19 forth in this sub-paragraph shall not be exclusive and are in addition to any other rights
20 and remedies provided by law or under this **AGREEMENT**.

21 **19. ALTERATION OF TERMS:**

22 This writing fully expresses all understandings between the **PARTIES** concerning
23 the matters covered herein and shall constitute the total Agreement. No addition to, or
24 alteration of, the terms of this **AGREEMENT**, whether by written or verbal
25 understanding of the **PARTIES**, their officers, employees or agents, shall be valid and
26

1 effective unless made in the form of a written amendment to this **AGREEMENT** formally
2 approved and executed by both **PARTIES**.

3 **20. GOVERNING LAW, JURISDICTION AND VENUE:**


4 This **AGREEMENT** shall be governed by, and construed in accordance with, the
5 laws of the State of California. The **PARTIES** agree and consent to the exclusive
6 jurisdiction of the courts of the State of California for all purposes regarding this
7 **AGREEMENT** and further agree and consent that venue of any action brought
8 hereunder shall be exclusively in the County of Los Angeles.

9 **IN WITNESS WHEREOF**, the **COUNTY** and the **CITY** of Los Angeles enter into
10 this **AGREEMENT** for the Victim Witness Assistance Program, to be signed by its duly
11 authorized officers, as of the date set forth below.

12
13 County of Los Angeles (**COUNTY**)

City of Los Angeles (**CITY**)

14
15 By _____
16 George Gascón, District Attorney

By  _____
Michael N. Feuer, City Attorney

17 Date: _____


Date: 7/21/2021


18
19 APPROVED AS TO FORM BY
20 COUNTY COUNSEL:

APPROVED AS TO FORM BY
CITY COUNSEL:

21 RODRIGO A. CASTRO-SILVA

MICHAEL N. FEUER

22
23 By  _____
24 Elizabeth Pennington
25 Deputy County Counsel
26

By  _____
Barak Vaughn
Deputy City Attorney



Grant Subaward Contact Information

Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.



Grant Subaward Contact Information

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. **Grant Subaward Director:**

Name: DEREK TENNELL

Title: PROGRAM DIRECTOR

Telephone #: (213) 978-4518, (213) 507-3756

Email Address: DEREK.TENNELL@LACITY.ORG

Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

2. **Financial Officer:**

Name: MICHIKO REYES

Title: BUDGET DIRECTOR

Telephone #: (213) 978-7020

Email Address: MICHIKO.REYES@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

3. **Programmatic Point of Contact:**

Name: DEREK TENNELL

Title: PROGRAM DIRECTOR

Telephone #: (213) 978-4518, (213) 507-3756

Email Address: DEREK.TENNELL@LACITY.ORG

Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

4. **Financial Point of Contact:**

Name: MICHIKO REYES

Title: BUDGET DIRECTOR

Telephone #: (213) 978-7020

Email Address: MICHIKO.REYES@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

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

Name: JOSE A. EGURBIDE

Title: CHIEF, CRIMINAL AND SPECIAL LITIGATION BRANCH

Telephone #: (213) 978-8100

Email Address: JOSE.EGURBIDE@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

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

Name: MICHAEL N. FEUER

Title: CITY ATTORNEY

Telephone #: (213) 978-8100

Email Address: MIKE.FEUER@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

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

Name: MICHAEL N. FEUER

Title: CITY ATTORNEY

Telephone #: (213) 978-8100

Email Address: MIKE.FEUER@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110



Grant Subaward Contact Information

Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Contact Information

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. **Grant Subaward Director:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR

Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG

Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

2. **Financial Officer:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR

Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

3. **Programmatic Point of Contact:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR

Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG

Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

4. **Financial Point of Contact:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR

Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

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

Name: JOSE A. EGURBIDE Title: CHIEF, CRIMINAL AND SPECIAL LITIGATION BRANCH

Telephone #: (213) 978-8100 Email Address: JOSE.EGURBIDE@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

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

Name: MICHAEL N. FEUER Title: CITY ATTORNEY

Telephone #: (213) 978-8100 Email Address: MIKE.FEUER@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

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

Name: MICHAEL N. FEUER Title: CITY ATTORNEY

Telephone #: (213) 978-8100 Email Address: MIKE.FEUER@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Information and Instructions

This form identifies the signatures for the Grant Subaward Director (see Subrecipient Handbook (SRH) Section 3.010) and Financial Officer (see SRH Section 3.020) and allows Subrecipients to designate up to five additional signers for each. **The Grant Subaward Director and Financial Officer are authorizing the additional person(s) identified to sign on their behalf on all Grant Subaward-related matters.**

Complete all sections of the form. **No single individual may be authorized to sign for both the Grant Subaward Director and Financial Officer.** The individuals identified as the Grant Subaward Director and Financial Officer must match the individuals identified on the Grant Subaward Contact Information (Cal OES Form 2-102). **The Grant Subaward Director and Financial Officer must sign this form.**

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES

Implementing Agency: ATTORNEY'S OFFICE

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

Grant Subaward Director:

Printed Name: DEREK TENNELL

Signature: Derek Tennell

Date: 04/26/2021

Financial Officer:

Printed Name: MICHIKO REYES

Signature: Michiko Reyes

Date: 04/26/2021

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

Signature: Angela Moreno

Printed Name: ANGELA MORENO

Signature: [Signature]

Printed Name: JOSE A. EGURBIDE

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

Signature: Candy Pabalan

Printed Name: CANDY L. PABALAN

Signature: Kellie Tran

Printed Name: KELLIE TRAN

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____



Grant Subaward Certification of Assurance of Compliance Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that Subrecipients will comply with the following regulations and restrictions:

- State and federal civil rights laws,
- Drug-Free Workplace,
- California Environmental Quality Act,
- Lobbying restrictions,
- Debarment and Suspension requirements,
- Proof of Authority documentation from the city council/governing board, and
- Federal grant fund requirements.

The Applicant is required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES (see Subrecipient Handbook (SRH) Section 1.005 and Section IV. of this form).

The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form. For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), with a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the federal program Special Conditions change after the approval of the Grant Subaward.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Certification of Assurance of Compliance
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

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

I. Federal Grant Funds – SRH Sections 14.005

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

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

II. Equal Employment Opportunity – SRH Section 2.025

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 (requested 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.

Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.

EEO Officer: STEPHANIE YBARRA

Title: INTERIM HUMAN RESOURCES DIRECTOR

Address: 200 NORTH MAIN STREET, ROOM 800, LOS ANGELES, CA 90012-4110

Telephone Number: (213) 978-7160

Email Address: STEPHANIE.YBARRA@LACITY.ORG

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

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

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

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

V. Lobbying – SRH Sections 2.040 and 4.105

Grant Subaward funds, property, and funded positions must not be used for any lobbying activities. This includes, but is 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 – SRH Section 2.045

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are 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 or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. 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 Subrecipient and the Official Designee. The State of California and Cal OES disclaim responsibility of

any such liability. Furthermore, it is also agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

VIII. Civil Rights Compliance – SRH Section 2.020

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. Federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Special Conditions

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 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 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 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.

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. Requirements related to System for Award Management and Universal Identifier Requirements

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

The Subrecipient also must comply with applicable restrictions on Second-Tier Subawards, including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity

identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

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

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

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, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

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.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2020, are set out at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.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:

- 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

- 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:
- 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
 - 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 \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

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 (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). 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> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal

award]], 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. VOCA 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

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

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



28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

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 fund.

All appropriate documentation must be maintained on file by the Subrecipient 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	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby 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.</p>	
<p>Official Designee's Signature: <u></u></p>	
<p>Official Designee's Typed Name: <u>MICHAEL N. FEUER</u></p>	
<p>Official Designee's Title: <u>CITY ATTORNEY</u></p>	
<p>Date Executed: _____</p>	
<p>Federal Employer ID #: <u>95-6000735</u> Federal DUNS #: <u>156092066</u></p>	
<p>Current System for Award Management (SAM) Expiration Date: <u>AUGUST 6, 2021</u></p>	
<p>Executed in the City/County of: <u>LOS ANGELES</u></p>	
AUTHORIZED BY:	
<p><input checked="" type="checkbox"/> City Financial Officer</p> <p><input type="checkbox"/> City Manager</p> <p><input type="checkbox"/> Governing Board Chair</p>	<p><input type="checkbox"/> County Financial Officer</p> <p><input type="checkbox"/> County Manager</p>
<p>Signature: <u></u></p>	
<p>Typed Name: <u>RICHARD H. LLEWELLYN, JR.</u></p>	
<p>Title: <u>CITY ADMINISTRATIVE OFFICER (CITY FINANCIAL OFFICER)</u></p>	



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190			
A. Personnel Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VWA0	Total Amt. Allocated
Grant Period: October 1, 2021 to September 30, 2022					
1 Administrative Coordinator IV (AC IV) @ 50%					
12 months x 13,230.96 x 50% = 79,386					
Annual Salary 79,386		886	0	78,500	
Employee Benefits CAP 41 @ 43.580% 34,596		592	0	34,004	
Sub-Total 113,982					113,982

The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator II (AC II) and 14 Victim Service Coordinators (VSCs). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.

1 Administrative Coordinator II (AC II) @ 100%					
(50% @ Direct Victim Services)					
12 months x 7,931.07 x 100% = 95,173					
Annual Salary 95,173		45,000	42,800	7,373	
Employee Benefits CAP 41 @ 43.580% 41,476		29,083	10,835	1,558	
Sub-Total 136,649					136,649

The Administrative Coordinator II (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 13 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's CalVCB case records; assisting the Program Director with the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local, state and federal law enforcement and social service agencies; and analyzing existing and proposed legislation and proposing recommendations.

##	75,561	53,635	121,435	250,631
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Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190			
C. Equipment Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VWA0	Total Amt. Allocated
##		0	0	0	0
EQUIPMENT COSTS CATEGORY TOTAL					\$0

Grant Subaward totals -	2019	2020	2021	Total Proj.
Totals must match the Grant Subaward Face Sheet	VOCA	VOCA	VWA0	Cost



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190		
C. Equipment Costs -	2019	2020	2021	Total Amt.
Line-item description and calculation	VOCA	VOCA	VWA0	Allocated
Fund Source Totals	1,075,000	886,920	221,666	\$2,183,586



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190				
A. Personnel Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VCGF	2021 VWA0	Total Amt. Allocated
Grant Period: October 1, 2021 to September 30, 2022						
1 Administrative Coordinator IV (AC IV) @ 50%						
<u>1st Quarter from October through December</u>						
3 months x 13,230.96 x 50% =	19,846	19,846	0	0	0	28,495
Employee Benefits CAP 41 @ 43.580%	8,649	8,649	0	0	0	
Oct to Dec Salary and Employee Benefits	28,495					
<u>2nd Quarter from January through March</u>						
3 months x 13,230.96 x 50% =	19,846	19,846	0	0	0	28,495
Employee Benefits CAP 41 @ 43.580%	8,649	8,649	0	0	0	
Jan to Mar Salary and Employee Benefits	28,495					
<u>3rd Quarter from April through June</u>						
3 months x 13,230.96 x 50% =	19,846	0	0	13,330	6,516	28,495
Employee Benefits CAP 41 @ 43.580%	8,649	0	0	5,809	2,840	
Apr to Jun Salary and Employee Benefits	28,495					
<u>4th Quarter from July through September</u>						
3 months x 13,230.96 x 50% =	19,846	0	9,179	10,667	0	28,495
Employee Benefits CAP 41 @ 43.580%	8,649	0	4,000	4,649	0	
Jul to Sep Salary and Employee Benefits	28,495					
Annual Salary	79,384					
Annual Employee Benefits	34,596					
Annual Salary and Employee Benefits	113,980					
The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator II (AC II) and 18 Victim Service Coordinators (VSCs). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.						
##		56,990	13,179	34,455	9,356	113,980



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190				
A. Personnel Costs -		2019	2020	2021	2021	Total Amt.
Line-item description and calculation		VOCA	VOCA	VCGF	VWA0	Allocated
1 Administrative Coordinator II (AC II) @ 100% (50% @ Direct Victim Services)						
<u>1st Quarter from October through December</u>						
3 months x 7,931.07 x 100% =	23,793	23,793	0	0	0	
Employee Benefits CAP 41 @ 43.580%	10,369	10,369	0	0	0	
Oct to Dec Salary and Employee Benefits	34,162					34,162
<u>2nd Quarter from January through March</u>						
3 months x 7,931.07 x 100% =	23,793	23,793	0	0	0	
Employee Benefits CAP 41 @ 43.580%	10,369	10,369	0	0	0	
Jan to Mar Salary and Employee Benefits	34,162					34,162
<u>3rd Quarter from April through June</u>						
3 months x 7,931.07 x 100% =	23,793	0	0	15,981	7,812	
Employee Benefits CAP 41 @ 43.580%	10,369	0	0	6,965	3,404	
Apr to Jun Salary and Employee Benefits	34,162					34,162
<u>4th Quarter from July through September</u>						
3 months x 7,931.07 x 100% =	23,793	0	11,005	12,788	0	
Employee Benefits CAP 41 @ 43.580%	10,369	0	4,796	5,573	0	
Jul to Sep Salary and Employee Benefits	34,162					34,162
Annual Salary	95,172					
Annual Employee Benefits	41,476					
Annual Salary and Employee Benefits	136,648					
##		68,324	15,801	41,307	11,216	136,648

The Administrative Coordinator II (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 18 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's CalVCB case records; assisting the Program Director with the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local, state and federal law enforcement and social service agencies; and analyzing existing and proposed legislation and proposing recommendations.



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190				
A. Personnel Costs -		2019	2020	2021	2021	Total Amt.
Line-item description and calculation		VOCA	VOCA	VCGF	VWA0	Allocated
18 Victim Service Coordinator (VSC) @ 100%						
<u>1st Quarter from October through December</u>						
3 months x 5,312.74 x 100% = 286,888		286,888	0	0	0	
Employee Benefits CAP 41 @ 43.580% 125,026		125,026	0	0	0	
Oct to Dec Salary and Employee Benefits 411,914						411,914
<u>2nd Quarter from January through March</u>						
3 months x 5,312.74 x 100% = 286,888		286,888	0	0	0	
Employee Benefits CAP 41 @ 43.580% 125,026		125,026	0	0	0	
Jan to Mar Salary and Employee Benefits 411,914						411,914
<u>3rd Quarter from April through June</u>						
3 months x 5,312.74 x 100% = 286,888		0	0	192,690	94,198	
Employee Benefits CAP 41 @ 43.580% 125,026		0	0	83,974	41,052	
Apr to Jun Salary and Employee Benefits 411,914						411,914
<u>4th Quarter from July through September</u>						
3 months x 5,312.74 x 100% = 286,888		0	132,692	154,196	0	
Employee Benefits CAP 41 @ 43.580% 125,026		0	57,827	67,199	0	
Jul to Sep Salary and Employee Benefits 411,914						411,914
Annual Salary 1,147,552						
Annual Employee Benefits 500,104						
Annual Salary and Employee Benefits 1,647,656						
<p>The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen VSCs are located in LAPD Divisions, and five VSCs located in branches of City of Los Angeles Attorney's Office. All VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes) and to surviving family members of homicide victims. 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, assistance in filing for the California Victims of Crime Compensation claims, recruit, train and supervise program volunteers, and program presentations.</p>						
Total Salaries 1,322,108						
Total Employee Benefits CAP 41 @ * 43.58% 576,176						
Total Salaries and Employee Benefits \$1,898,284						
##		823,828	190,519	498,059	135,250	1,647,656



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190				
A. Personnel Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VCGF	2021 VWA0	Total Amt. Allocated
Employee Benefits (CAP 41) Breakdown Retirement (Civilians) 23.00% Flex Benefits Program 12.01% Employee Assistance 0.01% Ordinance Life Insurance 0.01% Medicare 1.36% Union Sponsored Benefits 0.01% Unused Sick/Vacation Payout 1.31% Unemployment Claims 0.01% Worker's Compensation 1.07% Subtotal 38.79% Carry Forward, Positive 4.79% TOTAL 43.58%						
*Approved CAP 41 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services						
##		0	0	0	0	0
Personnel Costs Fund Source Totals - from Page 1 to 4		949,142	219,499	573,821	155,822	1,898,284
PERSONNEL COSTS CATEGORY TOTAL						\$1,898,284



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

VICTIM ASSISTANCE PROGRAM (VAP)

The funding received from the grant pays for the salaries of 19.5 employees:

- One Administrative Coordinator IV (AC IV) at 50% for 12 months
- One Administrative Coordinator II (AC II) at 100% for 12 months
- Eighteen Victim Service Coordinators (VSCs) at 100% for 12 months

All advocates meet the minimum entry-level standards consistent with the goal of increased competency of victim witness personnel. Thirteen of the 18 VSCs have completed the forty-hour "Entry-Level Victim Advocate Mandatory Training." Eight of the 18 VSCs have completed the "Advanced-Level Victim Advocate Training".

The eighteen VSCs will be assigned to work in one of the twenty-one field offices located throughout the City. Twelve of them are located directly in Los Angeles Police Department Divisions and eight are located in branches of the Los Angeles City Attorney.



Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

The VSCs provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes.

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
- Assistance in filing for State Crime Victim Compensation claims
- Recruitment, training, and supervision of program volunteers
- Program presentations
- Community outreach



Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

The funds will also be used to pay for the following operating expenses that are necessary to support the stated objectives and activities:

- Indirect costs (Approved CAP 41)
- Cellphones for 19.5 full-time equivalent (FTE) staff
- Office Supplies, including general office supplies for 19.5 FTE VSCs
- Office Supplies, laptops, software and smart devices
- Printing publications and outreach
- Victim Emergency Fund
- Victim Witness Assistance Database Program
- Training and Travel, including Virtual Training

Funding received for this grant will cover expenses during the corresponding grant period, October 1, 2021 through September 30, 2022.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

VICTIM ASSISTANCE PROGRAM (VAP)

PROBLEM STATEMENT

A problem statement is not required for VW21 40 0190.

PLAN

The objective of the Victim Witness Assistance (VW) Program is to provide mandated services crisis intervention, emergency assistance resource and referral assistance, direct counseling, assistance with California Victim Compensation Board Claims, property return, orientation to the criminal justice system, court escort, presentation and training for criminal justice agencies, public presentations and publicity, case status, family/friend notification, employer notification/intervention, and restitution.

Through VW Program grant funds (October 1, 2021 – September 30, 2022), will provide assistance to individuals impacted by crime. The program will provide comprehensive services to victims and witnesses of the following crimes: victims of domestic violence, sexual assault, child abuse, robbery/assaults, surviving family members of homicide victims, drunk driving and hit & run victims, hate



Grant Subaward Programmatic Narrative

Grant Subaward #: **VW21 40 0190**

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

crimes, and elder abuse in the City of Los Angeles. When victims are referred to the VW Program staff, contact is made with the victim to assess their needs and provide needed services at the time of, or will immediately arrange for, the provision of these services by local agencies. Emergency services pertaining to the victims' immediate material needs, including the provision of emergency food, clothing, lodging, or transportation, are arranged upon request or when deemed necessary.

The VW Program sets a yearly goal to maintain collaborative working relationships with its partnering agencies, and with the Los Angeles Police Department (LAPD), to provide needed services to victims in the community. VW Program staff regularly attend the LAPD Roll Call Meetings (held daily) and work in conjunction with the LAPD in the planning and preparation to provide and services to the community. The VW Program networks with various government and community-based agencies. Additionally, the VW Program maintains an active Letter of Agreement with LAPD, University Corporation dba Strength United, Peace Over Violence (POV), Loved Ones Victim Services



Grant Subaward Programmatic Narrative

Grant Subaward #: **VW21 40 0190**

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

(LOVS), and Mothers Against Drunk Driving (MADD) establishing a formal system of networking and coordinating services to victims in the community.

Positive working relationships with these community agencies and organizations will yield formation of additional contacts within the community dedicated to supporting victims of crime, as well as building trust among individuals in the Los Angeles area.

When necessary, VW Program staff will continue providing emotional support to victims through crisis intervention or referrals for group treatment/support and therapy through appropriate agency referrals. Providing emotional support to victims is especially important in helping relieve anxiety and/or confusion concerning the criminal justice system process.

VW Program staff will continue to provide victims with both verbal and printed information about the procedures and function of the criminal justice system, victims' rights, referrals to other victim service providers, and referrals to services that offer support related to U-Visas, temporary restraining orders, custody assistance, address confidentiality programs, etc. VW Program staff will continue to provide criminal justice system services, including: court support;



Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

criminal case information and directions to the courtroom; help with the victim impact statement during criminal court proceeding; assistance to victims in obtaining court-ordered restitution; information and assistance on the release of property held as evidence; intervention with an employer on the victim's behalf; and assistance to victims and/or family members of victims in filing for the State of California Victims of Crime Compensation Application for financial reimbursement of their eligible losses (such as medical/dental bills, relocation, and funeral/burials) incurred from injuries/death suffered due to the crime. Staff will continue to help victims in extremely dire situations, through emergency financial assistance in the form of petty cash. Providing these services to the community will improve trust and culturally competent support in the criminal justice system.

Program brochures providing information on services available to victims. Crime victims may also request information and services through the City's Victim Assistance Program website (www.helpLAcimevictims.org), smartphone mobile application (available on Google Play or App Store), or through direct e-mail communications with staff.



Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

The City of Los Angeles does not discriminate on the basis of disability and complies with the Americans with Disabilities Act (ADA). Upon request, the City of Los Angeles will continue to provide reasonable accommodation to ensure equal access to its programs, services, and activities to individuals (victims and staff) with disabilities (including physical, vision, and/or hearing impaired). Examples of accommodation may include use of written materials, sign language interpreters, assistive listening devices, or other auxiliary aids and/or services will be provided upon request. To ensure availability, requests are encouraged to be made at least three working days or 72 hours in advance of the event or meeting date.

Distribution of Funds:

During (FY 2021-2022) grant funds will be used to pay for the salary and benefits of one (1) Administrative Coordinator IV, one (1) Administrative Coordinator II, eighteen (18) full-time victim service coordinator positions, and basic operational expenses such as office supplies, training and travel, emergency funds, victim/witness database (case management program), and indirect costs. The AC IV, AC II, and one (1) VW staff are assigned full-time to the



Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Central Office located at 221 North Figueroa Street, Suite #100, Los Angeles, CA 90012; one (1) VW Strength United Family Justice Center located at 14651 Oxnard street, Van Nuys, CA; twelve (12) full-time staff are located directly in Los Angeles Police Department Divisions (77th, Devonshire, Foothill, Harbor, Hollenbeck, Newton, Northeast, North Hollywood, Olympic, Rampart, Southeast, Southwest, Wilshire); and four (4) full time staff will be located to the City Attorney Brach Operations (Central/Metro Branch, Van Nuys/North Hollywood Branch, and Pacific/Harbor Branch) to provide program services.

Funds from the grant will be used to enhance victim access to VAP advocates throughout the City by continuing to staff LAPD divisions.

CAPABILITIES

The City has 42 years of experience in providing comprehensive services to victims of all types of crimes in Los Angeles. City Attorney VW Program 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



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

management, and knowledge of governmental and community resources and the California Victim Compensation Board (CalVCB). Over the years, the City Attorney's VW Program 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.

The Los Angeles City Attorney's Office VW Program staff and volunteers use a standardized performance measurement tool to maintain statistical data on the number of victims assisted and types of services provided to each victim. Data is submitted to Los Angeles County quarterly, to measure and report the effectiveness of the project in meeting its goals and objectives. Increases to the reported number of services being provided each year will indicate the success of the project's ability to meeting its goals and objectives.

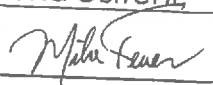
**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient CITY OF LOS ANGELES ATTORNEY'S OFFICE **Duns#** 156092066 **FIPS#** _____
Disaster/Program Title: VICTIM WITNESS ASSISTANCE (VW) PROGRAM [a.k.a. VICTIM ASSISTANCE PROGRAM (VAP)]
Performance Period: 10/01/21 to 09/30/22 **Subaward Amount Requested:** \$ 2,183,586
Type of Non-Federal Entity (Check Box): ☐ State Gov. ☒ Local Gov. ☐ JPA ☐ Non-Profit ☐ 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?	\$ 10,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	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: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent) 	Date: 05/20/2021
Print Name and Title: MICHAEL N. FEUER, CITY ATTORNEY	Phone Number: (213) 978-8100
Cal OES Staff Only: SUBAWARD #	



Grant Subaward Service Area Information

Information and Instructions

This form identifies the areas served by the Grant Subaward. Complete all sections of the form using the directions below. This form must be submitted as part of the Grant Subaward Application.

1. **County or Counties Served:** Enter the name or names of the counties served by the Grant Subaward and the county where the principal office for the Grant Subaward is located.
2. **U.S Congressional District(s) Served:** Enter the number(s) of the U.S. Congressional District(s) served by the Grant Subaward and the U.S. Congressional District number for where the principal office for the Grant Subaward is located.
3. **State Assembly District(s) Served:** Enter the number(s) of the State Assembly District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
4. **State Senate District(s) Served:** Enter the number(s) of the State Senate District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
5. **Population of Service Area:** Enter the total population of the area served by the Grant Subaward.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Service Area Information

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. County or Counties Served:
LOS ANGELES

County where principal office is located: LOS ANGELES

2. U.S. Congressional District(s) Served:
23, 25, 26, 27, 28, 29, 30, 32, 33, 34*, 35, 37, 38, 39, 40, 43, 44, 47

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

3. State Assembly District(s) Served:
36, 38, 39, 41, 43, 44, 45, 46, 48, 49, 50, 51*, 52, 53*, 54, 55, 57, 58, 59*, 62, 63, 64, 66, 70

State Assembly District where principal office is located: 51

4. State Senate District(s) Served:
18, 20, 21, 22, 24*, 25, 26, 27, 29, 30, 32, 33, 34, 35

State Senate District where principal office is located: 24

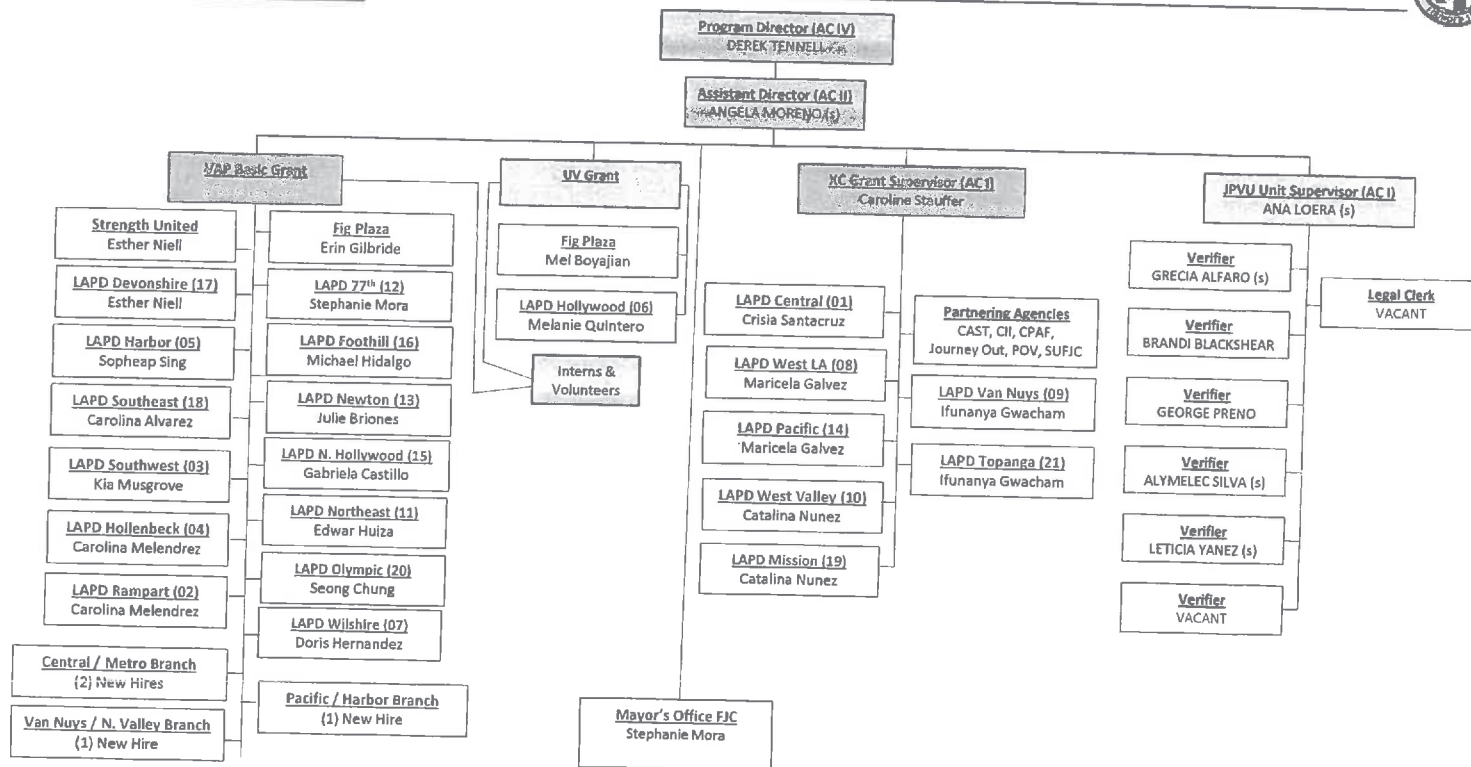
5. Population of Service Area: 4,086,720 (2020 estimate)



VAP

Victim
Assistance
Program

ORGANIZATIONAL CHART



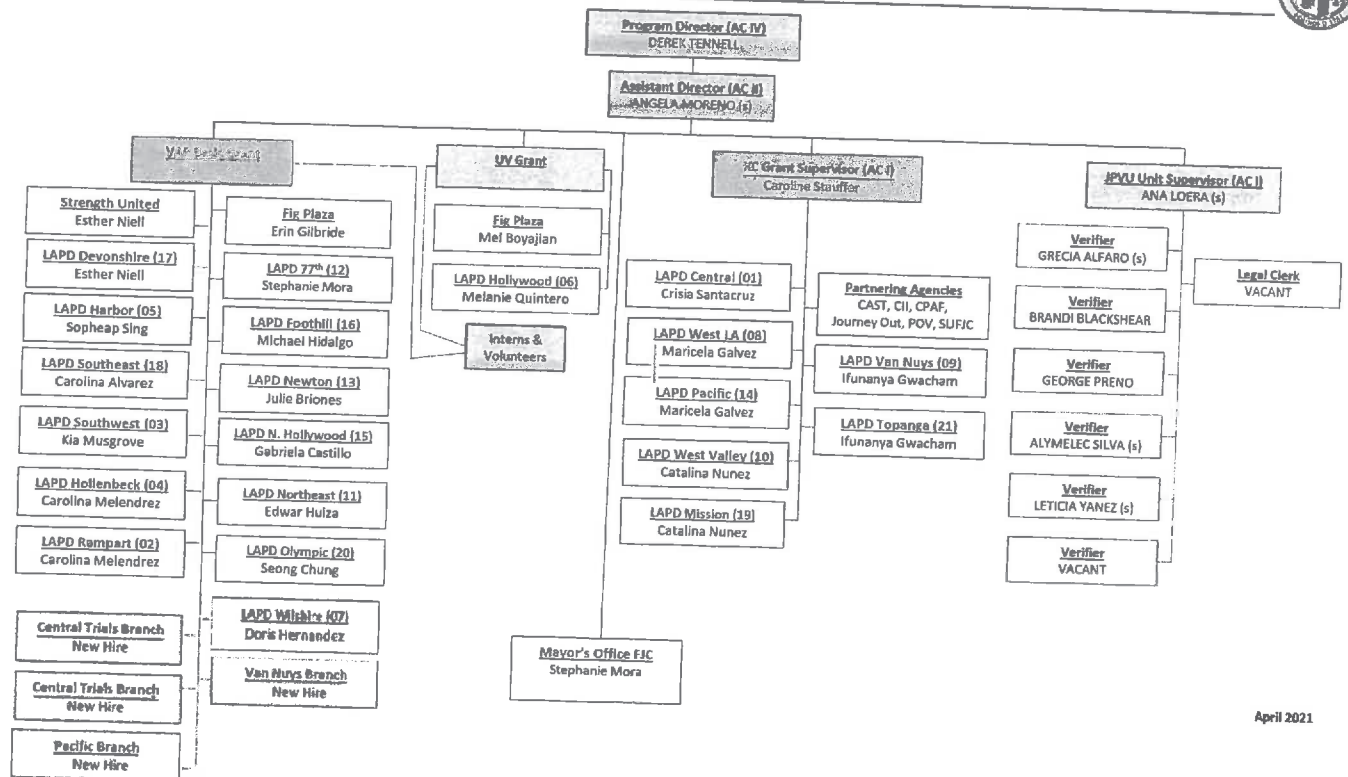
April 2020



VAP

Victim
Assistance
Program

ORGANIZATIONAL CHART



April 2021



OFFICE OF THE LOS ANGELES CITY ATTORNEY
VICTIM ASSISTANCE PROGRAM
Public Roster (Updated 01-25-21)



DEREK TENNELL, Program Director
ANGELA MORENO, Assistant Program Director
ANA LOERA, JPVU Supervisor
CAROLINE STAUFFER, XC Supervisor

Desk: (213) 978-4537
Desk: (213) 978-4537
Desk: (818) 374-9880
Desk: (213) 215-5443

CENTRAL OFFICE - ADVOCATES
ERIN GILBRIDE

CENTRAL OFFICE
221 N. Figueroa St., Suite 100
Los Angeles, CA 90012
Phone: (213) 978-4537
FAX: (213) 482-6544
Mail Stop : #1406
www.helpcrimevictims.org

CENTRAL OFFICE - LGBT PROGRAM ADVOCATE
MEL BOYAJIAN (s)

77TH AREA LAPD (#20) - Mail Stop #411

Council Districts Served: 8, 9
7600 South Broadway St. Main: (323) 786-5413
Los Angeles, CA 90003 Fax: (323) 786-5577
STEPHANIE MORA (s)

CENTRAL/CENTRAL TRAFFIC (#16) - Mail Stop #433

Council Districts Served: 1, 14
251 E. Sixth St. Main: (213) 486-0765
Los Angeles, CA 90014 Fax: (213) 485-1942
CRISIA SANTACRUZ (s)

DEVONSHIRE AREA LAPD (#19) - Mail Stop #401

Council Districts Served: 3, 12
10250 Etiwanda Ave. Main: (818) 832-1769
Northridge, CA, 91325 Fax: (818) 832-0508
ESTHER NIELL (s)

FJC Central Bureau (#16) - Mail Stop #1406

Council District Served: 14
1801 Marengo St. Main: (323) 226-1453
Los Angeles, CA 90033 Fax: (213) 482-6544
STEPHANIE MORA (s)

FJC Valley Bureau (#19) - Mail Stop #1406

Council District Served: 6
14651 Oxnard St. Main: (818) 933-9497
Van Nuys, Ca 91411 Fax: (818) 787-9750
ESTHER NIELL (s)

FOOTHILL AREA LAPD (#16) - Mail Stop #402

Council Districts Served: 2, 6, 7
12760 Osborne St. Main: (818) 834-3104
Pacoima, CA, 91331 Fax: (818) 756-9449
MICHAEL HIDALGO (s)

HARBOR AREA LAPD (#18) - Mail Stop #403

Council District Served: 15
2175 John S. Gibson Blvd. Main: (310) 726-7786
San Pedro, CA 90731 Fax: (310) 726-7980
SOPHEAP SING (l)

HOLLENBECK AREA LAPD (#103) - Mail Stop #405

Council Districts Served: 1, 14
2111 E. First Street Main: (323) 342-4103
Los Angeles, CA 90033 Fax: (323) 342-4167
CAROLINA MELENDREZ (s)

HOLLYWOOD AREA LAPD (#16) - Mail Stop #406

Council Districts Served: 4, 13
1358 Wilcox Ave. Main: (213) 972-2909
Los Angeles, CA 90028 Fax: (323) 957-6489
MELANIE QUINTERO (s)

MISSION AREA LAPD (#18) - Mail Stop #400-121

Council Districts Served: 2, 6, 7
11121 Sepulveda Blvd Main: (818) 838-9954
Mission Hills, CA 91345 Fax: (818) 838-9888
CATALINA NUNEZ (s)

NEWTON AREA LAPD (#21) - Mail Stop #408

Council District Served: 9, 14
3400 South Central Ave. Main: (323) 846-5374
Los Angeles, CA 90011 Fax: (323) 846-6586
JULIE BRIONES (s)

NO. HOLLYWOOD AREA LAPD (#23) - Mail Stop #409

Council Districts Served: 2, 4
11640 Burbank Blvd. Main: (818) 754-8421
North Hollywood, CA 91601 Fax: (818) 623-4121
GABRIELA CASTILLO (s)

NORTHEAST AREA LAPD (#22) - Mail Stop #404

Council Districts Served: 1, 4, 13, 14
3353 San Fernando Road Main: (323) 561-3412
Los Angeles, CA 90065 Fax: (323) 982-9563
EDUAR HUIZA (s)

OLYMPIC AREA LAPD (#321) - Mail Stop #400-1130

Council Districts Served: 1, 10, 13
1130 South Vermont Ave. Main: (213) 382-6654
Los Angeles, CA 90006 Fax: (213) 382-6671
SEONG CHUNG (k)

PACIFIC AREA LAPD (#16) - Mail Stop #416

Council District Served: 11
12312 Culver Blvd. Main: (310) 482-6425
Los Angeles, CA, 90066 Fax: (310) 482-6341
MARICELA GALVEZ (s)

RAMPART AREA LAPD (#16) - Mail Stop #410

Council Districts Served: 1, 13
1401 W Sixth Street Main: (213) 484-3475
Los Angeles, CA 90017 Fax: (213) 484-3455
CAROLINA MELENDREZ (s)

SOUTHEAST LAPD (#16) - Mail Stop #436

Council Districts Served: 8, 9, 15
145 W. 109th St. Main: (213) 972-1045
Los Angeles, CA 90061 Fax: (213) 972-7919
CAROLINA ALVAREZ (s)

SOUTHWEST AREA LAPD (#16) - Mail Stop #413

Council Districts Served: 8, 9, 10
1546 West Martin Luther King Blvd Main: (213) 369-1617
Los Angeles, CA 90062 Fax: (213) 485-8152
KIA MUSGROVE (s)

TOPANGA AREA LAPD (#16) - Mail Stop #400-1011

Council Districts Served: 3, 12
21501 Schoenborn St. Main: (818) 756-3363
Canoga Park, CA, 91304 Fax: (818) 756-5858
IFUNANYA GWACHAM (f)

VAN NUYS AREA LAPD (#16) - Mail Stop #415

Council Districts Served: 2, 4, 6
6240 Sylmar Ave. Main: (818) 374-0032
Van Nuys, CA 91401 Fax: (818) 374-1955
IFUNANYA GWACHAM (f)

WEST LOS ANGELES AREA LAPD (#21) - Mail Stop #417

Council Districts Served: 4, 5, 10, 11
1663 Butler Ave. Main: (310) 444-1534
Los Angeles, CA 90025 Fax: (310) 444-0796
MARICELA GALVEZ (s)

WEST VALLEY AREA LAPD (#16) - Mail Stop #418

Council Districts Served: 3, 5, 6, 12
19020 Vanowen St Main: (818) 374-7849
Reseda, CA 91335 Fax: (818) 374-7735
CATALINA NUNEZ (s)

WILSHIRE AREA LAPD (#25) - Mail Stop #419

Council Districts Served: 5, 10
4861 Venice Blvd. Main: (213) 922-8238
Los Angeles, CA 90019 Fax: (213) 473-0453
DORIS HERNANDEZ (s)

Verifiers

ALYMELEC R. SILVA (s)
BRANDI DEAN
GEORGE PRENO
GRECIA ALFARO (s)

JP Verification Unit

P.O. Box 350 Van Nuys, CA 91401
Phone: (818) 374-9880
FAX: (818) 374-9819
Mail Stop: #279

Support Staff
VACANT



Operational Agreement Summary

Information and Instructions

Operational Agreements (OA) (also referred to as a Memorandum of Understanding (MOU)) are a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency(ies)/organization(s). The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward.

Many programs require OAs. In such instances, the RFA or RFP will provide instructions concerning the agencies/organizations for which the Subrecipient must have an OA. In addition to any programmatic OA requirements, Subrecipients are encouraged to establish an OA with any agency/organization that will be an active participant in the implementation of the Grant Subaward.

The Operational Agreement Summary is a list of active OAs, meeting the requirements of Subrecipient Handbook Section 7.005, that a Subrecipient has with participating agencies/organizations.

Complete all sections of the form and include, at a minimum, all OAs required by the RFA or RFP. If necessary, use additional forms to show all OAs.

This form must be submitted as part of the Grant Subaward Application when required by the RFA or RFP and/or with a Grant Subaward Modification (Cal OES Form 2-223), if changes are requested during the Grant Subaward performance period.



Operational Agreement Summary

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA	
1. UNIVERSITY COPORATION dba STRENGTH UNITED	06/27/2019	01/01/19	to 12/31/22
2. LOS ANGELES POLICE DEPARTMENT (LAPD)	10/01/2018	10/01/18	to 06/30/22
3. PEACE OVER VIOLENCE (POV)	12/21/2020	06/01/20	to 06/30/23
4. LOVED ONES VICTIM SERVICES (LOVS)	06/01/2020	10/01/20	to 10/31/21
5. MOTHERS AGAINST DRUNK DRIVING (MADD)	04/01/2018	04/01/19	to 06/30/21
6. _____			to _____
7. _____			to _____
8. _____			to _____
9. _____			to _____
10. _____			to _____
11. _____			to _____
12. _____			to _____
13. _____			to _____
14. _____			to _____
15. _____			to _____
16. _____			to _____
17. _____			to _____
18. _____			to _____
19. _____			to _____
20. _____			to _____

**Office of the Los Angeles City Attorney
Victim Assistance Program (VAP)
Duty Statements
Federal Fiscal Year 2021-22**

The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator II (AC II) and 18 Victim Service Coordinators (VSCs). The VSCs are located in 21 branch offices throughout the City, twelve of which are assigned to Los Angeles Police Department (LAPD) stations and eight are located in branches of the Los Angeles City Attorney's Office (LACA). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local

law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.

The Administrative Coordinator II (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 21 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's California Victim Compensation Board (CalVCB) case records; assisting the Program Director with the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local, state and federal law enforcement and social service agencies; and analyzing existing and proposed legislation and proposing recommendations.

The Victim Service Coordinators (VSCs) are assigned to one of 21 VAP staffed offices throughout the City, twelve of which are located in LAPD Divisions. All

VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes).

Program activities and services provided include:

1. Crisis intervention counseling
2. Emergency assistance
3. Follow-up counseling
4. Resource referrals
5. Criminal justice orientation and court support
6. Criminal court case information
7. Restitution and victim impact statement assistance
8. Assistance in filing for the California Victims of Crime Compensation claims
9. Recruit, train and supervise program volunteers
10. Program presentations



Petty Cash Victim Fund Certification

Information and Instructions

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. Subrecipients providing direct victim services may budget up to two percent of the total Grant Subaward 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 (see Subrecipient Handbook Section 4.040).

Complete all sections of the form, including identifying limits for disbursements. This form is only required if Petty Cash Victim Fund is a line item on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b). Both the Grant Subaward Director and Financial Officer, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Petty Cash Victim Fund Certification

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Victim Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds to victims from the Petty Cash Victim Fund will rest with the Grant Subaward Director and Financial Officer, or those identified on the Grant Subaward Signature Authorization Form (Cal OES Form 2-103),
- The identification and signature of the victim and the employee disbursing the fund, the date, the amount, and the reason for the request will be tracked,
- The amount of each disbursement will not exceed \$ 100,
- The number of disbursements an individual victim may receive is limited to 1 per Subrecipient's fiscal year, and
- All funds not disbursed to victims during the Grant Subaward performance period will be returned to Cal OES.

DEREK TENNELL
Grant Subaward Director Name

Derek Tennell
Grant Subaward Director Signature

04/26/2021
Date

MICHIKO REYES
Financial Officer Name

Michiko Reyes
Financial Officer Signature

04/26/2021
Date



Independent Contractor/Consultant Rate Exemption Request

Information and Instructions

The maximum rate for an independent Contractor/Consultant is \$650 per eight-hour day or \$81.25 per hour not to exceed eight hours per day. The rate is the total amount payable including any and all benefits. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance (see Subrecipient Handbook Section 6.050).

Complete all sections of the form, including required attachments. The Grant Subaward Director, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Contractor/Consultant: N/A

Contract Start Date: _____ Contract End Date: _____

Contract Amount: \$0.00 Rate per 8-Hour Day: \$0.00

Services Provided: _____

Was the contract previously approved by Cal OES? ☐ YES ☐ NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

- Detailed description of the services provided by the contractor/consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes for the service to be provided - only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals - only required for contracts above \$50,000.
- Non-competitive Procurement Request (Cal OES Form 2-156) - only required if applicable and only for contracts above \$10,000.

I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.

DEREK TENNELL

Grant Subaward Director Name

Derek Tennell

Grant Subaward Director Signature

04/26/21

Date

Cal OES Approval

☐

Approved

☐

Denied

Program Specialist Signature

Date

☐

Approved

☐

Denied

Unit Chief Signature

Date



OFFICE OF THE LOS ANGELES CITY ATTORNEY
VICTIM ASSISTANCE PROGRAM
Internal Roster (Updated 06-02-21)
Cell Roster



DEREK TENNELL, Program Director (213) 507-3756
ANGELA MORENO, Assistant Program Director (213) 216-2549
ANA LOERA, JP/VU Supervisor (213) 507-4220
Caroline Stauffer, XC Supervisor (213) 215-5443

CENTRAL OFFICE - ADVOCATES

ERIN GILBRIDE Main: (213) 215-1451

CENTRAL OFFICE

221 N. Figueroa St., Suite 100
Los Angeles, CA 90012
Phone: (213) 978-4537
Mail Stop : #1406

CENTRAL OFFICE - LGBT PROGRAM ADVOCATE

MEL BOYAJIAN (a) Main: (213) 215-5336

www.helpcrimevictims.org

77TH AREA LAPD (#20) - Mail Stop #411

7600 South Broadway St.
Los Angeles, CA 90003
STEPHANIE MORA (s) Main: (213) 215-5521

CENTRAL/CENTRAL TRAFFIC (#18) - Mail Stop #433

251 E. Sixth St.
Los Angeles, CA 90014
CRISIA SANTACRUZ (s) Main: (213) 215-5048

DEVONSHIRE AREA LAPD (#19) - Mail Stop #401

10250 Etiwanda Ave.
Northridge, CA, 91325
ESTHER NIELL (s) Main: (213) 215-1913

FJC Central Bureau (#16) - Mail Stop #1406

1801 Marengo St.
Los Angeles, CA 90033
STEPHANIE MORA (s) Main: (213) 215-5521

FJC Valley Bureau (#19) - Mail Stop #1406

14651 Oxnard St.
Van Nuys, CA 91411
ESTHER NIELL (s) Main: (213) 215-1913

FOOTHILL AREA LAPD (#16) - Mail Stop #402

12760 Osborne St.
Pacoima, CA, 91331
MICHAEL HIDALGO (s) Main: (213) 215-0201

HARBOR AREA LAPD (#18) - Mail Stop #403

2175 John S. Gibson Blvd.
San Pedro, CA 90731
SOPHEA SING (f) Main: (213) 215-1077

HOLLENBECK AREA LAPD (#103) - Mail Stop #406

2111 E. First Street
Los Angeles, CA 90033
CAROLINA MELENDREZ (s) Main: (213) 215-5346

Central/Metro Branch

Main:

HOLLYWOOD AREA LAPD (#16) - Mail Stop #406

1358 Wilcox Ave.
Los Angeles, CA 90028
MELANIE QUINTERO (s) Main: (213) 507-3817

MISSION AREA LAPD (#16) - Mail Stop #400-121

11121 Sepulveda Blvd
Mission Hills, CA 91345
CATALINA NUNEZ (s) Main: (213) 215-0711

NEWTON AREA LAPD (#21) - Mail Stop #408

3400 South Central Ave.
Los Angeles, CA 90011
JULIE BRIONES (s) Main: (213) 215-0983

NO. HOLLYWOOD AREA LAPD (#23) - Mail Stop #409

11640 Burbank Blvd.
North Hollywood, CA 91601
GABRIELA CASTILLO (s) Main: (213) 215-2181

NORTHEAST AREA LAPD (#22) - Mail Stop #404

3353 San Fernando Road
Los Angeles, CA 90065
EDWAR HUIZA (s) Main: (213) 215-5923

OLYMPIC AREA LAPD (#321) - Mail Stop #400-1130

1130 South Vermont Ave.
Los Angeles, CA 90006
SEONG CHUNG (k) Main: (213) 215-2050

PACIFIC AREA LAPD (#16) - Mail Stop #416

12312 Culver Blvd.
Los Angeles, CA, 90066
MARICELA GALVEZ (s) Main: (213) 215-4779

RAMPART AREA LAPD (#16) - Mail Stop #410

1401 W Sixth Street
Los Angeles, CA 90017
CAROLINA MELENDREZ (s) Main: (213) 215-5346

Van Nuys/North Hollywood Branch

Main:

SOUTHEAST LAPD (#16) - Mail Stop #436

145 W. 108th St.
Los Angeles, CA 90061
CAROLINA ALVAREZ (s) Main: (213) 369-0270

SOUTHWEST AREA LAPD (#16) - Mail Stop #413

1546 West Martin Luther King Blvd
Los Angeles, CA 90062
KIA MUSGROVE (s) Main: (213) 369-1617

TOPANGA AREA LAPD (#16) - Mail Stop #400-1011

21501 Schoenborn St.
Canoga Park, CA, 91304
IFUNANYA GWACHAM (f) Main: (213) 215-6104

VAN NUYS AREA LAPD (#16) - Mail Stop #415

6240 Sylmar Ave.
Van Nuys, CA 91401
IFUNANYA GWACHAM (f) Main: (213) 215-6104

WEST LOS ANGELES AREA LAPD (#21) - Mail Stop #417

1663 Butler Ave.
Los Angeles, CA 90025
MARICELA GALVEZ (s) Main: (213) 215-4779

WEST VALLEY AREA LAPD (#16) - Mail Stop #418

19020 Vanowen St
Reseda, CA 91335
CATALINA NUNEZ (s) Main: (213) 215-0711

WILSHIRE AREA LAPD (#25) - Mail Stop #419

4851 Venice Blvd.
Los Angeles, CA 90019
DORIS HERNANDEZ (s) Main: (818) 837-1653

Pacific/Harbor Branch

Main:

Verifiers

ALYMELEC R. SILVA (s)
BRANDI DEAN
GEORGE PRENO
GRECIA ALFARO (s)

Desk: (818) 374-9871
Desk: (818) 374-9870
Desk: (818) 374-9869
Desk: (818) 374-9866
Desk: (818) 374-9868

JP Verification Unit (#129)

P.O. Box 350 Van Nuys, CA 91401
Phone: (818) 374-9880
Mail Stop: #279

Languages Spoken: (s) Spanish,

Support Staff

VACANT

Desk: (818) 374-9875



Out-of-State Travel Request

Information and Instructions

Out-of-state travel is restricted and only allowed in exceptional situations. Subrecipients must receive Cal OES approval prior to incurring expenses for out-of-state travel (see Subrecipient Handbook Section 4.070). Subrecipients may request approval to travel out of state by submitting this form.

Complete all sections of the form, including a strong justification and required attachments. The Grant Subaward Director, or their designee identified on the Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Out-of-State Travel Request

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Traveler(s): _____

Travel Dates: _____ to _____ Destination: _____

Purpose of Trip: _____

- ☐ Conference/training not available in California - Attach brochures or registration information
- ☐ Victim advocacy
- ☐ Other - Attach any applicable documentation

Justification:

I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.

<u>DEREK TENNELL</u>	<u>Derek Tennell</u>	<u>04/26/21</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Program Specialist Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Unit Chief Signature	Date



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Out-of-State Travel Request Cost Worksheet

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

ESTIMATED COSTS FOR ALL TRAVELERS

Airfare: _____ x \$ _____ = \$0
Travelers airfare

Rental Car: _____ x \$ _____ X _____ = \$0
Car daily rate days

Mileage: \$ _____ /mile x _____ = \$0
Mileage rate miles

Parking: _____ = \$0

Ground Transportation (i.e., Taxi, Uber, Shuttle, etc.): _____ = \$0

Lodging: _____ x \$ _____ x _____ = \$0
Travelers daily rate days

Per Diem: _____ x \$ _____ x _____ = \$0
Travelers daily rate days

Other Costs: Description: _____ Cost: _____ = \$0

TOTAL COST NOT TO EXCEED: = \$0



Non-Competitive Procurement Request

Information and Instructions

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. Contracts may include goods as well as services, and this definition will also apply to those circumstances (see Subrecipient Handbook (SRH) Section 6.045).

All non-competitive procurements for contracted services or purchased goods greater than \$10,000 must be justified and have prior written approval by Cal OES.

Complete this form and include the required narrative justification (as an attachment) addressing each of the elements outlined in SRH Section 6.045. The Grant Subaward Director, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Total Procurement Amount: \$ 0.00 Procurement: N/A

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☐ NO ☒

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

DEREK TENNELL
Grant Subaward Director Name

Derek Tennell
Grant Subaward Director Signature

04/26/21
Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

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

☐ Approved

☐ Denied

Program Specialist Signature

Date

☐ Approved

☐ Denied

Unit Chief Signature

Date