



MICHAEL N. FEUER
CITY ATTORNEY

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

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

From: Janette Flintoft, Grants Director

Date: December 1, 2021

Re: Underserved Victim Advocacy & Outreach Program (UVAOP) Grant for
Fiscal Year 2021 - 2022 (Continuation of Funding, Council File No. 11-0255)

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$228,334 awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. Now in its fifth year of a five year grant cycle, this award will provide reimbursable funding for contract personnel from January 1, 2022 through December 31, 2022 to continue providing crime victim support services for lesbian, gay, bisexual, and transgender (LGBT) residents in the City of Los Angeles, who experience unique challenges related to social issues, discrimination, and violence. This includes orienting LGBTQ victims to the criminal justice system and supporting them throughout the court process.

During the past year (October 1, 2020– September 30, 2021), staff served **145** new LGBT crime victims, through the following services: **135** assists with filing for California Victim Compensation Board applications, of which **23** applications were filed; **52** crisis counselings/interventions; **124** criminal justice supports/advocacy; and **165** follow-ups and information referral to resources. Additionally, UVAOP staff documented at least **24** outreach/educational presentations conducted towards raising awareness regarding direct services to unserved/underserved victims, distributed **118** brochures, conducted **49** hours of training, and met its Year Four program goal of serving **183** new LGBT crime victims.

cc: Matthew W. Szabo, CAO
Bryan Oh, CAO



City of Los Angeles

Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is:	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Continuation/Renewal	<input type="checkbox"/> Supplemental
Grants Coordinator:	Derek Tennell	E-Mail: derek.tennell@lacity.org	<input type="checkbox"/> Suballocation
Project Manager:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Phone: 213-978-4518
			Date: 12/02/2021

Grant Information			
Name of Grantor:	Pass Through Agency:		
CA Other			
Grant Program Title:	Notification of Award Date:		
Unserved/Underserved Victim Advocacy and Outreach (UV) Program	12/02/2021		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	Competitive/Discretionary		CFDA#:
			Other ID#: 11-0255
			eCivis ID#:
Match Requirement:	No	Amount:	%Match 0
Match Type:	N/A	Identify Source of Match:	
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$228,334.00	\$0.00	
			Total Project Budget:
			\$228,334.00

Approved Grant Budget Summary			
Category	Awarded	Match	Additional
Personnel			
Administrative Coordinator IV	\$14,853.72	\$0.00	Program Director

Administrative Coordinator II	\$5,388.60		Assistant Program Director
Victim Service Coordinator	\$68,890.52		Victim Advocate
Victim Service Coordinator	\$68,890.52		Victim Advocate
Fringe Benefits 43.58%	\$0.00		CAP 41
Materials/Supplies			
Office Supplies	\$0.00		Paper, pens, printer toner, etc.
Other			
Petty Cash Fund	\$0.00		Emergency fund ,shelter, transportation for
Cell Phone	\$0.00		Verizon cell phones
Printing	\$0.00		Brochures, business cards, and outreach
Database Program	\$0.00		Maintenance for CMS
Total	\$228,334.36		\$0.00

Approved Project

Descriptive Title of Funded Project:		UNSERVED/UNDERSERVED ADVOCACY AND OUTREACH (UV) PROGRAM (CY2022)	
Performance Period Start/End Dates (Month/Day/Year):		Citywide: all	
Start:	01/01/2022	End:	12/31/2022
Affected Council District(s):		all	
Affected Congressional District(s):		all	
Purpose: direct victim services.			
Identify Internal Partners (City Dept/Bureau/Agency): LAPD			
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 funding received from the UV grant from Cal OES allows the Office of the Los Angeles City Attorney Unserved/Underserved Victim Outreach Program (UVAOP) to pay for staff assigned to the project during the Year 6 Grant Period of January 1, 2022 to December 31, 2022 (12 months). The project will dedicate two (2) full-time (40 hours a week, for 52 weeks) permanent Victim Service Coordinators (VSCs) from January to December 2022, one (1) Administrative Coordinator II (ACII), and one (1) Administrative Coordinator IV (AC IV) from January 2022 to December 2022. All UV project staff will meet the minimum entry level standards consistent with the goal of increased competency of victim/witness personnel. One (1) VSC staff will complete the required training in Year Five (FY 2021-22). The AC IV, the AC II, and one (1) VSC are assigned to the UVAOP, who will primarily work out of the Central Victim Assistance Program Office located at 221 North Figueroa St., Suite 100, Los Angeles, CA 90012; while the remaining one (1) VSC is co-located at Los Angeles Police Department's Hollywood Division, at 1358 Wilcox Avenue, Los Angeles, CA 90028.

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).

CONTROLLERS INSTRUCTIONS

1. APPROVE the FY 2022 Underserved Victim Advocacy & Outreach award and authorize the City Attorney or his designee to execute the grant award between the City and Cal OES for the period of January 1, 2022 to December 31, 2022, subject to City Attorney review and approval as to form.
2. AUTHORIZE the City Attorney or designee to accept the grant award in the amount of \$228,334 for funding the UVAOP for the period of January 1, 2022 to December 31, 2022.
Controller to:
 - a. Establish a receivable for this program in the amount of \$228,334 from the California Office of Emergency Services (Cal OES).
 - b. Establish a new appropriation account 12V412 – UVAOP Grant Program within Fund No. 368 in the amount of \$228,334.
- Transfer \$67,566 from Fund 368/12, Account 12V412 to Fund 100/12, Account 001010 Salaries General.
- of grant funds, transfer up to \$89,782 from Fund 368/12, Account 12V412 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursements – Grants, to reimburse for the fringe benefits and indirect costs.
6. AUTHORIZE the City Council to instruct the City Clerk to place on Council Calendar for July 1, 2022, the following action relative to the CY 2022 Underserved Victim Advocacy & Outreach Award: "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$67,566 from Fund 368, Department 12, Account 12v412 - UVAOP Grant program to Fund 100/12, Account 001010 Salaries General."
7. AUTHORIZE the City Administrative Officer, or designee, to approve the Certificate of Assurance of Compliance."
8. AUTHORIZE the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer; and, AUTHORIZE the Controller to implement the instructions.

Fiscal Impact Statement

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

There is no General Fund impact to accept this award. The total grant project cost is \$228,334 and will be reimbursed by Cal OES. The reimbursement includes full cost recovery for related costs calculated using the approved CAP 41 rates.

Acceptance Packet

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

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

Department Head Name:

Department Head Signature:

Date:

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- ☐ Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- ☐ Returned to Department (Additional information/documentation has been requested.)
- ☐ Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

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

Grant Name: Underserved Victim Advocacy and Outreach		Grant Funds		Additional Costs**		Department:	
Grant Project Breakdown		Grant Funds		Additional Costs**		Department:	
Salaries		City Funds		Non-City Funds		Total	Comments
1010 Salaries General		135,132				135,132	
1020 Salaries Grant Reimbursed						-	
Other Volunteer Hours						-	
1090 Overtime						-	
Salaries Total:		\$ 135,132	\$	-	\$	\$ 135,132	
Related Costs*		CAP Rate					
Fringe Benefits			43.58%				
Department Administration		58,891				58,891	
Central Services		-	4.34%			-	
			12.60%			-	
Total Indirects @16.94%		22,891				22,891	
Related Costs Total:		\$ 81,782	\$0		\$0	\$81,782	
Expense							
2120 Printing & Binding		2,400				2,400	
2130 Travel & Training						-	
3040 Contractual Services		-				-	
3310 Transportation		-				-	
4160 Governmental Meetings		-				-	
6010 Office Supplies		2,940				2,940	
6020 Operating Supplies		-				-	
7300 Equipment						-	
Other Emergency Fund		2,400				2,400	
Cell Phone Service		1,680				1,680	
Victim Witness Assistance Database Program		2,000				2,000	
Expenses Total:		\$ 11,420	\$	-	\$	\$ 11,420	
Grand Total:		\$ 228,334	\$	-	\$	\$ 228,334	
		*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)					
		**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.					



Grant Subaward Programmatic Narrative

Grant Subaward #: UV21 06 7250

Subrecipient: Los Angeles, City of

Project Narrative

PLAN

The objective of the Unserved/Underserved Victim Advocacy and Outreach Program (UVAOP) is to provide mandated services to victims of domestic violence, sexual assault, child abuse, robbery, assault, drunk driving/hit & run, hate crime, and elder abuse within the lesbian, gay, bisexual, and transgender, and queer (LGBTQ) community of Los Angeles. When LGBTQ victims are referred to the UVAOP staff, contact is made with the LGBTQ victim to assess their needs and provide services from 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. UVAOP will refer clients to network agencies, such as the LA LGBT Center to provide appropriate services to the special needs of the LGBTQ population.

In Year One (FY 2016-2017) of the grant cycle, the UVAOP's goal of providing mandated services to 150 new victims was put forth and program staff successfully reached grant program objectives. A 5% incremental increase every grant year thereafter was set in the initial project proposal. During Year Two (FY 2017-2018), the UVAOP met and surpassed its goal of serving 158 new



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victims. During Year Three (FY 2018-2019) the project met and surpassed its goal of serving 166 new victims. During Year Four (FY 2019-2020) a 15 month grant period. The project met and surpassed its goal of serving 174 new victims. During Year Five (CY 2021) the project has set a goal of serving 183. During the final year of the grant period (CY 2022) the yearly increase in LGBTQ crime victims served will be completed through various public outreach methods, such as conducting virtual presentations to the community, attending public forums and virtual meetings, virtual trainings and networking with LGBTQ and ally organizations, to promote program awareness.

In Year One (FY 2016-2017) the UVAOP set a goal of distributing 350 LGBTQ-specific program brochures. The UVAOP reported surpassing the goal by distributing 1,107 (combined English and Spanish) brochures and 540 mini-outreach cards. In the initial proposal, the project aimed to increase the distribution of outreach material every year. In Year Two (FY 2017-2018) the distribution goal increased to 400 LGBTQ-specific brochures/mini-outreach cards. The UVAOP surpassed the goal by distributing of 3,022 brochures and 1,369 mini-outreach cards. During Year Three (FY 2018-2019) the UVAOP set a goal of distributing 450 LGBTQ-specific program brochures (combined English and Spanish) and surpassed the goal distributing 1,483 program brochures.



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During Year Four (FY 2019-2020) the UVAOP set a goal of distributing 500 LGBTQ-specific program brochures (combined English and Spanish) and surpassed the goal distributing 2,418 program brochures. During Year Five (CY 2021) the set goal is to distribute 550. The Final Year (CY 2022) the distribution goal will be 550 due to the outbreak of the COVID-19 pandemic and the Safer At Home orders the goal will remain at 550.

As initially planned, distribution of printed material was completed through outreach events, such as virtual presentations, virtual community meetings, and virtual trainings of criminal justice agencies. In addition, the project will continue to maintain and update a list of LGBTQ and ally organizations to continue dissemination of program information and services to the LGBTQ community through online communication and postal mail.

At the start of Year One (FY 2016-2017), the project assigned one full-time victim service coordinator. A second advocate, one full-time contracted temporary victim service coordinator, was hired in July 2016. Due to budget modifications in Year One (FY 2016-2017), two additional full-time contracted temporary victim service coordinators were recruited and hired in January and February 2017. In Year Two (FY 2017-2018), there were three full-time contracted



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temporary victim service coordinators assigned to UVAOP. During Year Three (FY 2018-2019), there were two full-time contracted temporary victim service coordinators assigned to UVAOP. During Year Four (FY 2019-2020), there were two full-time victim service coordinators assigned to UVAOP. During Year Five (CY 2021), there were two full-time victim service coordinators assigned to UVAOP. In the final year (CY2022), there will be two full-time victim service coordinator assigned to UVAOP.

The UVAOP set a yearly goal to maintain collaborative working relationships with its partnering agencies, the Los Angeles LGBT Center and the Los Angeles Police Department (LAPD), to provide needed services to victims in the LGBTQ community. During Year One (FY 2016-2017), UVAOP staff regularly attended the LAPD LGBT Working Group Meetings (held bi-monthly) and worked in conjunction with the LAPD in the planning and preparation of the LAPD's first LGBTQ Health and Safety Fair in April 2016. UVAOP's participation in this community event increased public awareness of UVAOP services to the LGBTQ community in Los Angeles. In addition, UVAOP staff conducted a "refresher" cross-training meeting with the LA LGBT Center's Legal Services Division staff in September 2016.



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During Year Two (FY 2017-2018), UVAOP staff, along with its partnering agencies, actively continue to work collaboratively to provide outreach and services to the LGBTQ community. The LGBTQ community is as diverse as the general public and includes all races, ethnicities, education levels, religious beliefs, mental/physical ability/disability and age. In Year Two (FY 2017-2018), UVAOP staff implemented an outreach campaign targeting LGBTQ- specific and ally organizations and institutions to include schools, health/medical, faith-based groups, elderly community, ethnic/professional groups, and private non-profit community agencies and organizations. UVAOP staff recorded attending 60 community outreach events during the first 12 months of Year Two (FY 2017-2018). Positive working relationships with these community agencies and organizations yielded the formation of additional contacts within the community dedicated to supporting the LGBTQ population, as well as built trust among LGBTQ individuals in the Los Angeles area.

During Year Three (FY 2018-2019) of the grant, UVAOP staff has continued its outreach campaign to identify LGBTQ groups/organizations to promote program awareness and services such as the LA LGBT Center, Trans Latina Coalition, Bienestar Human Services, San Fernando LGBT Center, Colors LGBTQ Youth Counseling, Somos Familia Valle, Strength United/Pride United, and Peace



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Over Violence. Program staff have developed new relationships with community agencies including: the Gay and Lesbian Armenian Association (GALAS), the Lesbian and Gay Psychotherapy Association, JQ International, Children's Hospital of LA, Starview Community Services, and Sunrise Community Counseling Center. UVAOP staff also set and met a goal of conducting a one-day multi-agency cross-training session in partnership with the LAPD and Museum of Tolerance on the subject of hate crimes with an emphasis on the LGBTQ community. This one-day training session, held in February 2019, was critical in providing a networking opportunity between UVAOP staff and detectives from various bureaus to promote future collaboration and referrals, as well as to become more formally competent in hate crime statistics, best practices, and cultural sensitivity with the LGBTQ community.

In Year Four (2019-2020), UVAOP staff have continue to established working relationships with the LAPD LGBTQ community liaison Senior Lead Officer and the Hate Crimes Unit Detective Supervisor. During this grant year (FY 2019-2020), UVAOP staff worked on establishing a method where UVAOP staff could directly provide brochures and outreach cards to LGBTQ-identified victims of crime through crime reports filed out of LAPD divisions. This direct outreach focused on the delivery of UVAOP services to LGBTQ individuals in the City of Los



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Angeles, and crime victims who may otherwise not be knowledgeable about the existence of such services, or who have limited access to LGBTQ services.

In Year Five (CY 2021), UVAOP staff continued working with partnering agencies, LAPD and the LA LGBT Center, as an active participant in promoting program services to the LGBTQ community, as well as continue to conduct virtual outreach via email and postal mail to increase access to services and inform victims of their rights.

In the Final Year Five (CY 2022), UVAOP staff will continue working with partnering agencies, LAPD and the LA LGBT Center, as an active participant in promoting program services to the LGBTQ community, as well as continue to conduct virtual outreach via email and postal mail to increase access to services and inform victims of their rights.

The UVAOP staff considers the specific cultural and socioeconomic factors of the LGBTQ community when responding to the victims' emotional and psychological needs. LGBTQ victims requiring professional crisis counseling and mental health referrals will continue to be referred to the mental health department of the UVAOP's partnering agency, the LA LGBT Center. When necessary, UVAOP staff will continue providing emotional support to LGBTQ



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victims through crisis intervention, unlicensed individual follow-up counseling, or referrals for group treatment/support and therapy through appropriate agency referrals. Telephone counseling may be provided when appropriate, with a minimum of 50% of the follow-up contacts conducted through field visits in the LGBTQ community subject to COVID-19 protocols. Providing emotional support to LGBTQ victims is especially important in helping relieve anxiety and/or confusion concerning the criminal justice system process.

UVAOP 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. UVAOP staff will continue to provide LGBTQ victims criminal justice system services, including: court support; 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



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reimbursement of their eligible losses (such as medical/dental bills, relocation, and funeral/burials) incurred from injuries/death suffered due to the crime. The UVAOP will continue to help LGBTQ victims in extremely dire situations, through emergency financial assistance in the form of petty cash. Providing these services to the LGBTQ community will improve trust and culturally competent support in the criminal justice system, which is especially important for victims in the LGBTQ community.

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 material, 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.



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Program brochures providing information on services available to victims in the LGBTQ community and how these services may be obtained will be distributed during public presentations and community meetings, to LGBTQ non-profit organizations, schools, shelters, and hospitals. LGBTQ 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 UVAOP staff.

The UVAOP utilizes established community and academic resources and the Office of the Los Angeles City Human Resources Department to recruit student interns/volunteers subject to COVID-19 protocols. These interns/volunteers provide support services to project staff such as making follow-up contacts with crime victims and assisting in the filing of the California Victims of Crime Compensation Claims. Student interns/volunteers are required to receive 40 hours of mandated training on topics relating to: crisis intervention, orientation to the criminal justice system, dynamics of victimization, case management, cultural sensitivity and the California Victim Compensation Program procedures. Student interns/volunteers are required to complete a functional timesheet of hours worked, and project staff will electronically enter



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and track the total of amount of hours completed on a monthly basis. All qualified interns and community volunteers will be processed by the Office of the Los Angeles City Attorney Human Resources Department and must pass a background check through the Department of Motor Vehicles and the Department of Justice.

During each year of the grant cycle (FY 2016-2022), the UVAOP aimed to recruit, train, and supervise student interns/volunteers utilizing the established volunteer recruitment component. In Year One (FY 2016-2017), UVAOP recruited 22 student interns/volunteers, who collectively logged 2,116 volunteer hours. Subsequently, in Year Two (FY 2017-2018), UVAOP staff recruited, trained, and supervised 22 student interns/volunteers, who contributed a total of 2,382 volunteer hours during the first three quarters. In Year Three (FY 2018-19), six (6) student interns/volunteers contributed a total of 680 hours. In Year Four (FY 2019-2020), and Year Five (CY2021) UVAOP staff were not able to continue to recruit and train interns/volunteers due to COVID-19.



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CAPABILITIES

Funding received through the UV Grant from Cal OES allows the Office of the Los Angeles City Attorney Unserved/Underserved Victim Advocacy and Outreach Program (UVAOP) to meet the needs of the underserved LGBTQ residents in Los Angeles.

During Year Five (C2021) grant funds were used to pay for two (2) full-time permanent positions for the remaining of the grant cycle. The salaries and benefits of the two (2) full-time VSCs and one (1) Administrative Coordinator IV (AC IV) at 4% FTE were charged under Personal Expenses. Grant funds also paid for basic operational expenses such as office supplies, cell phone service, and an emergency fund. The AC IV and one (1) full-time UVAOP staff (VSC) are assigned to the Central Office located at 221 N. Figueroa St., Suite #100, Los Angeles, CA 90012; and one (1) UVAOP full-time staff (VSC) is co-located with LAPD Hollywood Division, at 1358 Wilcox Avenue, Los Angeles, CA 90028, to provide UVAOP program services.

The Los Angeles City Attorney's Office UVAOP first established its focus on the LGBTQ community in FY 2012-2013 as a result of grant funding from Cal OES. Since then, UVAOP project staff and volunteers use a standardized performance



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measurement tool to maintain statistical data on the number of LGBTQ victims assisted and types of services provided to each victim. Data is submitted to Cal OES quarterly and semi-annually, 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.

In Year One (FY 2016-2017), UVAOP staff meet its goals and objectives: serving over 150 new LGBTQ victims; recruiting, hiring, and training of 22 student interns/volunteers to provide support to project staff; receiving over 136 hours of cultural competency training by advocates/volunteers; working with one of its partnering agencies (LAPD) to plan and organize the first LAPD LGBTQ Safety & Health Fair (April 2016); attending/conducting 20 presentations to the community and criminal justice agencies, with over 1,297 individuals in attendance.

In Year Two (FY 2017-2018), UVAOP staff has already meet its goals and objectives: serving over 158 new LGBTQ victims; recruit, hire, and train 22 student interns/volunteers to provide support to project staff; receiving over 82 hours of cultural competency training by advocates/volunteers; continuing to work



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collaboratively and collectively with its partnering agencies to provide outreach and services to the community; attending/conducting 53 presentations to the community and criminal justice agencies, with over 6,040 individuals in attendance.

In Year Three (FY 2018-2019), UVAOP staff has already meet its goals and objectives during the first six (6) months of the grant cycle, including: serving over 166 new LGBTQ victims; recruiting, hiring, and training of six (6) student interns/volunteers to provide support to project staff; receiving over 59 hours of cultural competency training by advocates/volunteers; continuing program outreach efforts to promote awareness and collaboration, and work collectively with existing and new partnering agencies to provide outreach and services to the community; attending/conducting 37 presentations to the community and criminal justice agencies, with over 3,456 individuals in attendance.

In Year Four (FY 2019-2020), UVAOP staff had a difficult time trying to meet its goals and objectives due to COVID-19 outbreak.

The UVAOP has been able to network with various government and community-based agencies, including the LAPD and the LA LGBT Center, in an effort to provide access and improve awareness of program services to the



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LGBT community in Los Angeles. Additionally, the UVAOP maintains an active Letter of Agreement with LAPD and the Los Angeles LGBT Center, establishing a formal system of networking and coordinating services to victims in the LGBT community. UVAOP staff continue to participate in the LAPD's semi-annual LGBTQ community forums, and contribute as a member of the multi-agency LAPD LGBT working group. UVAOP staff also continue to actively seek outreach opportunities related to LGBT-focused groups and organizations, such as Connect to Protect Los Angeles (C2PLA), Black Treatment Advocate Network (BTAN), Black AIDS Institute, COLORS LGBT Youth Counseling Center, DTLA Proud Festival, LGBTQ Days of Dialogue, LA Care's Health Plan LGBTQ Conference, Bienestar, and St. John's Well Child and Family Center.

UVAOP staff and volunteers will remain diligent in identifying local community resources and referring crime victims to LGBTQ-specific resources, when appropriate. UVAOP continues to build collaboration among LGBTQ anti-violence programs and mainstream LGBTQ service providers to increase the availability of culturally competent services for LGBTQ victims of crime and to educate and increase public awareness of the program services and victims' rights. In addition to the traditional outreach approaches such as community presentations, UVAOP staff use innovative approaches for its outreach efforts by



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utilizing social media and an electronic newsletter to increase awareness about program services and provide LGBTQ crime victims with an added means of communicating with and learning about the available services offered by the UVAOP program.



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient:			Grant Subaward #:	
A. Personnel Costs - Line-item description and calculation	21VCGF	19VOCA	20VOCA	Total Amount Allocated
(1) Administrative Coordinator IV (AC IV) 8% Oversees programmatic administration of UV project	\$3,500	\$2,000	\$7,202	\$12,702
(1) Victim Service Coordinator (VSC) Provide direct services to UV victims	\$24,000	\$10,000	\$24,911	\$58,911
(1) Victim Service Coordinator (VSC) Provide direct services to UV victims	\$24,000	\$10,000	\$24,911	\$58,911
(1) Administrative Coordinator II (ACII) 5% Assist and oversee programmatic administration of UV project	\$1,030	\$100	\$3,478	\$4,608
Fringe Benefits 43.58%	\$23,000	\$8,000	\$27,891	\$58,891



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient:			Grant Subaward #:	
A. Personnel Costs - Line-item description and calculation	21VCGF	19VOCA	20VOCA	Total Amount Allocated
Personnel Costs Fund Source Totals	\$75,530	\$30,100	\$88,393	\$194,023
PERSONNEL COSTS CATEGORY TOTAL				\$194,023



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient:			Grant Subaward #:	
B. Operating Costs - Line-item description and calculation	21VCGF	19VOCA	20VOCA	Total Amount Allocated
Office Supplies \$245.00 per month x 12 months to pay for general office supplies (ie., paper, binders, pens, printer toner, etc.)			\$2,940	\$2,940
Petty Cash Fund \$200.0 per month x 12 months Emergency food, shelter, transportation for victims	\$300	\$800	\$1,300	\$2,400
Cell Phone Service \$70.00 per month x 2 Advocates x 12 months for UV staff			\$1,680	\$1,680
Indirect Cost (Approved CAP 41) Related Cost - LA City Indirect Cost Rate 12.60% Central Services 4.34% Dept. Admin. Total 16.94%	\$5,000	\$5,025	\$12,866	\$22,891



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient:			Grant Subaward #:	
B. Operating Costs - Line-item description and calculation	21VCGF	19VOCA	20VOCA	Total Amount Allocated
Printing \$ 200 per month x 2 Advocates x 12 months For program brochures, business cards, leaflets, and mini-outreach cards			\$2,400	\$2,400
Database Program For hosting/maintenance			\$2,000	\$2,000
Operating Costs Fund Source Totals	\$5,300	\$5,825	\$23,186	\$34,311
OPERATING COSTS CATEGORY TOTAL				\$34,311



Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient:			Grant Subaward #:	
C. Equipment Costs - Line-item description and calculation	21VCGF	19VOCA	20VOCA	Total Amount Allocated
Equipment Costs Fund Source Totals				
EQUIPMENT COSTS CATEGORY TOTAL				

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	Fund Source 1	Fund Source 2	Fund Source 4	Total Project Cost
Fund Source Totals	\$80,830	\$35,925	\$111,579	\$228,334



Grant Subaward Budget Narrative

Grant Subaward #: UV21 06 7250

Subrecipient: Los Angeles, City of

The funding received from the UV grant from Cal OES allows the Office of the Los Angeles City Attorney Unserved/Underserved Victim Outreach Program (UVAOP) to pay for staff assigned to the project during the Year 5 Grant Period of January 1, 2022 to December 31, 2022 (12 months).

The project will dedicate two (2) full-time (40 hours a week, for 52 weeks) permanent Victim Service Coordinators (VSCs) from January to December 2022, one (1) Administrative Coordinator II (ACII), and one (1) Administrative Coordinator IV (AC IV) from January 2022 to December 2022. All UV project staff will meet the minimum entry level standards consistent with the goal of increased competency of victim/witness personnel. One (1) VSC staff will complete the required training in Year Five (FY 2021-22). The AC IV, the ACII, and one (1) VSC are assigned to the UVAOP, who will primarily work out of the Central Victim Assistance Program Office located at 221 North Figueroa St., Suite 100, Los Angeles, CA 90012; while the remaining one (1) VSC is co-located at Los Angeles Police Department's Hollywood Division, at 1358 Wilcox Avenue, Los Angeles, CA 90028.

The VSCs are responsible to provide assistance to victims of robbery/assault; drunk driving, sexual assault, domestic violence, hate crimes,



Grant Subaward Budget Narrative

Grant Subaward #: UV21 06 7250

Subrecipient: Los Angeles, City of

and child and elder abuse in the lesbian, gay, bisexual, transgender and queer (LGBTQ) community of Los Angeles. Program activities and services to be provided will include: crisis intervention counseling; emergency assistance; follow-up counseling; resource and referrals; criminal justice advocacy; accompaniment to law enforcement offices; court support; translation services; court support/notification; case information; assistance with restitution advocacy; victim impact statement and parole notification; community outreach and program presentations; and assistance in filing for the State Victims of Crime Compensation Claims; recruit, train and supervise program volunteers. The AC IV oversees the programmatic administration of the project and the ACII will assist with the project.

The funding received will pay for personnel and operating during the one-year grant period of January 1, 2022 to December 31, 2022.

Personnel Services

- **Administrative Coordinator IV (AC IV) @ 8% FTE**
 - 12 months @ \$1,058.50 per month = \$12,702

The AC IV position will be responsible for the programmatic and administrative duties related to the UV project.



Grant Subaward Budget Narrative

Grant Subaward #: UV21 06 7250

Subrecipient: Los Angeles, City of

- **Victim Service Coordinator (VSC) @ 100% FTE**

- 12 months @ \$4,909.25 per month = \$58,911

The VSC will be responsible to provide assistance to victims of crime.

- **Victim Service Coordinator (VSC) @ 100% FTE**

- 12 months @ \$4,909.25 per month = \$58,911

The VSC will be responsible to provide assistance to victims of crime.

- **Administrative Coordinator II (AC II) @ 5% FTE**

- 12 months @ \$384 per month = \$4,608

The AC II is responsible for assisting the AC IV with the programmatic and administrative duties related to the UV project.

- **Employee Benefits**

- Total salary (\$135,132) x Ca 41 Rate (43.58%) = \$58,891

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



Grant Subaward Budget Narrative

Grant Subaward #: UV21 06 7250

Subrecipient: Los Angeles, City of

Operating Expenses

- **Office Supplies**

- 12 month @ \$245 per month = \$2,940

General supplies (ie., paper, binders, pens, folders, printer toner, etc.)

- **Petty Cash Fund**

- 12 months @ \$ 200 per month x 2 Advocates = \$2,400

Payment for emergency food, shelter, transportation for victims

- **Cell Phone Service**

- 12 months @ \$70 per month x 2 Advocates = \$1,680

Payment for cell phone service for two (2) VSCs

- **Indirect Cost (Approved CAP 41 @ 16.94%)**

- $\$135,132 \times 16.94\% = \$22,891$

Applied to base (total salaries) of two (2) VSCs, one (1) ACII, and one (1)

AC IV



Grant Subaward Budget Narrative

Grant Subaward #: UV21 06 7250

Subrecipient: Los Angeles, City of

- **Printing**

- 12 months @ \$200 per month x 2 Advocates = \$2,400

For program brochures, business cards, leaflets, and mini-outreach cards.

- **Database Program**

- 12 months @ \$166.67 per month = \$2,000

For hosting and maintenance cost