

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

A handwritten signature in black ink, appearing to be 'J. Flintoft', written over the name 'Janette Flintoft'.

Date: January 3, 2022

Re: FY 2022 City of Los Angeles County Victim Services (XC) Program
Council File No. 16-1189-S1

Dear Mayor Garcetti and Honorable Members of City Council:

The Office of the City Attorney is transmitting herewith for Mayor and City Council consideration grant funding totaling **\$1,368,343** for FY 2022 for 12 months from January 1, 2022 through December 31, 2022 under the **City of Los Angeles County Victim Services ("XC") Program** (Council File #16-1189). This will allow the continued operation of the XC Program to address gaps in victim services/needs assessed by the Victim Services Steering Committee comprised of local stakeholders.

Since its inception, the XC grant program, program staff have served **20,342** new and continuing crime victims through the following services: **18,966** assists with filing for California Victim Compensation Board applications, of which **6,115** applications were filed; **17,429** information and referrals; **1,615** personal advocacy and accompaniment; **5,168** emotional support or safety services; **2,875** referrals and assistance to shelter/housing services; and **3,398** criminal justice system assistance.

Through FY 2022 funding, the City Attorney's Office, through its Victim Assistance Program, will maintain and ensure coverage of five (5) full-time victim assistance advocates across LAPD stations. In addition, XC grant funds will provide ongoing support of one (1) Administrative Coordinator I and one (1) Administrative Coordinator IV to provide comprehensive programmatic and fiscal oversight, as well as an offset of two deputy city attorneys engaged in direct services and grant operations support.

January 3, 2022
Page 2

Existing XC grant subrecipient agencies will also continue to provide enhanced direct services to underserved victim populations (including domestic violence, children exposed to trauma/violence, and human trafficking), while providing monthly reports to the City Attorney's Office to ensure program goals and objectives are met. These subrecipient service providers are comprised of government agencies and community-based organizations selected through a competitive RFP process and include Peace Over Violence, Journey Out, and the Children's Institute, Inc.

cc: Matthew Szabo, CAO
Angelo Yenke, CAO



City of Los Angeles
Grant Award Notification and Acceptance

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

| Grant Information | | | |
|---|---|---|--|
| Name of Grantor: OVW | | Pass Through Agency: CalOES | |
| Grant Program Title: County Victim Services (XC) Program - FY 2022 | | Notification of Award Date: 12/02/2021 | |
| Funding Source (Public / Private): State | Grant Type: Non-Competitive/Formula | Funds Disbursement: Reimbursement | Agency's Grant ID: CFDA#: Other ID#: CF 16- eCivis ID#: |
| Match Requirement: | Yes | Amount: | \$0.00 %Match 0 |
| Match Type: | N/A | Identify Source of Match: | |
| Fiscal Information: | Awarded Funds: \$1,368,343.00 | Match/In-Kind Funds: \$0.00 | Additional/Leverage Funds: Total Project Budget: \$1,368,343.00 |

| Approved Grant Budget Summary | | | | |
|-----------------------------------|-----------------------|---------------|------------|--|
| Category | Awarded | Match | Additional | Explanation |
| Personnel | | | | |
| Administrative Coordinator IV | \$63,509.00 | \$0.00 | | Program director |
| Administrative Coordinator I | \$84,752.00 | \$0.00 | | XC Grant Supervisor |
| Deputy City Attorney IV (DCAIV) | \$51,219.00 | \$0.00 | | Attorney |
| Deputy City Attorney III (DCAIII) | \$2,769.00 | \$0.00 | | Attorney |
| Victim Service Coordinator | \$286,474.00 | \$0.00 | | Victim Advocates |
| Fringe Benefits | \$212,985.00 | \$0.00 | | CAP 41 |
| Materials/Supplies | | | | |
| Office Supplies | \$2,027.00 | \$0.00 | | Paper, pens, ink, etc. |
| Contractual Services | | | | |
| Contractual Services | \$650,000.00 | \$0.00 | | Victim Services Agencies |
| Other | | | | |
| Victim Emergency Fund | \$1,000.00 | \$0.00 | | Emergency assistance for victims |
| Cellphone Services | \$4,608.00 | \$0.00 | | Verizon cell phones |
| Database Program | \$8,000.00 | \$0.00 | | hosting/maintenance costs |
| Printing | \$1,000.00 | \$0.00 | | Program brochures, business cards, leaflets, |
| Total | \$1,368,343.00 | \$0.00 | | |

| Approved Project | |
|---|---|
| Descriptive Title of Funded Project: County Victim Service (XC) Program (CY2022) | |
| Performance Period Start/End Dates (Month/Day/Year): | Citywide: Yes |
| Start: 01/01/2022 End: 12/31/2022 | Affected Council District(s): All |
| | Affected Congressional District(s): All |
| Purpose: Addressing gaps in victim services. | |
| Identify Internal Partners (City Dept/Bureau/Agency): LAPD | |
| Identify External Partners: Peace Over Violence, Journey Out, Children's Institute Inc. | |
| 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 City of Los Angeles will utilize XC grant funds to provide vital resources that address outstanding service gaps and needs involving select victim populations within the City of Los Angeles, as identified by the XC Victim Services Steering Committee ("VSSC"). XC grant resources will ensure more timely and specialized critical service delivery for under-resourced victim populations, as further described below. Goals will include increased direct victim services, enhanced case management to meet victim's individual needs, increased multi-agency collaboration, increased service provider cultural competency skills, and enhanced community capacity to support victims throughout the criminal justice process. Additional XC grant objectives will include new trainings, new protocols, new case management, new victim outreach materials, and increased awareness citywide regarding victim services and wraparound services.

Recommendations

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

1. AUTHORIZE the City Attorney or his designee to APPROVE the grant award upon issuance between the City and the CalOES and authorize the City Attorney or his designee to EXECUTE said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality
2. AUTHORIZE the City Attorney or his designee to ACCEPT the grant award in the amount of \$1,368,343 for funding the Victim Assistance XC Program for the period of January 1, 2021 through December 31, 2022
3. That the City Council, subject to the approval of the Mayor, authorize the Controller to:
 - a. Establish a receivable for this program by \$1,368,343 from CalOES; Account
- b. Establish a new appropriation account within Fund 368, as follows:
Title Amount 12V321 - Victim Assistance XC Program FY 2022 \$1,368,343
4. Transfer \$244,361 from Fund 368/12, Account 12V321 to Fund 100/12, Account 001010 Salaries General.
5. Upon receipt of grant funds, transfer up to \$212,985 from Fund 368/12, Account 12SV321 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursement Grants to reimburse for the fringe benefits and indirect costs.
6. AUTHORIZE the City Council to instruct the City Clerk to place on Council Calendar for July 1, 2022, the following action relative to the County Victim Services (XC) Program FY 2022: That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$244,362 from Fund 368, Department 12, Account 12V321 Victim Assistance XC to Fund 100/12, Account 001010 Salaries General.
7. Authorize the City Attorney or designee to prepare Controller

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 additional General fund impact. The total grant project cost is \$1,451,133. Of this amount, \$1,368,343 is reimbursed by Cal OES and \$82,790 is paid by the General Fund to cover indirect costs (16.94% per CAP 41) associated with existing staff positions included in the 21-22 adopted budget.

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
Detail of Positions Salary Costs for Grant**

| Department: City Attorney Project Name: XC Victim Services | Grant Funding | | | | | | Other Funding Sources | | | | | | | |
|--|---------------|----------|----------|----------------|----------|----------------|-----------------------|------|----------|------|--------------------|------|----------|------------------|
| | Total | | New | | Existing | | City | | Non-City | | Non-Reimbursable** | | Non-City | |
| | No. | Cost | No. | Cost | No. | Cost | No. | Cost | No. | Cost | No. | Cost | No. | Cost |
| Administrative Coordinator IV | 1 | 63,509 | 1 | 63,509 | 1 | 63,509 | | | | | | | | 12 months @ 40% |
| Administrative Coordinator I | 1 | 84,752 | 1 | 84,752 | 1 | 84,752 | | | | | | | | 12 months @ 100% |
| Witness Service Coordinator | 5 | 286,474 | 5 | 286,474 | 5 | 286,474 | | | | | | | | 12 months @ 100% |
| Deputy City Attorney IV (DCAIV) | 1 | | 1 | | 1 | 51,219 | | | | | | | | 12 months @ 21% |
| Deputy City Attorney III | 1 | | 1 | | 1 | 2,769 | | | | | | | | 12 months @ 1% |
| Total: | 9 | - | 9 | 434,735 | 7 | 488,723 | | | | | | | | |
| <p>Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel. *Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.</p> | | | | | | | | | | | | | | |
| <p>**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.</p> | | | | | | | | | | | | | | |

COUNTY VICTIM SERVICES (XC) PROGRAM

PART III – CHECKLIST

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

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

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

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

- 1. Subrecipient:** City Of Los Angeles **1a. DUNS#:** 156092066
- 2. Implementing Agency:** Office Of the Los Angeles City Attorney **2a. DUNS#:** 156092066
- 3. Implementing Agency Address:** 200 N. Main Street, Room 800 **Los Angeles** **90012-4110**
(Street) (City) (Zip+4)
- 4. Location of Project:** 221 N Figueroa **Los Angeles** **90012-2639**
(City) (County) (Zip+4)
- 5. Disaster/Program Title:** XC - County Victim Services Program **6. Performance** 1/1/2022 **to** 12/31/2022
Period: (Start Date) (End Date)
- 7. Indirect Cost Rate:** Federally Approved ICR **Federally Approved ICR (if applicable):** 16.94 %

| Item Number | Grant Year | Fund Source | A. State | B. Federal | C. Total | D. Cash Match | E. In-Kind Match | F. Total Match | G. Total Cost |
|--------------|----------------|-------------|----------|--------------------|--------------------|---------------|------------------|----------------|--------------------|
| 8. | 2019 | VOCA | | \$681,335 | | | | | \$681,335 |
| 9. | 2020 | VOCA | | \$201,841 | | | | | \$201,841 |
| 10. | 2021 | VCGF | | \$485,167 | | | | | \$485,167 |
| 11. | Select | Select | | | | | | | |
| 12. | Select | Select | | | | | | | |
| Total | Project | Cost | | \$1,368,343 | \$1,368,343 | | | | \$1,368,343 |


13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Mike N. Feuer Title: City Attorney

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

Signature:  Date: 10/01/2021

16. Federal Employer ID Number: 956000735

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)



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 #: _____

Subrecipient: Office of the Los Angeles City Attorney

1. **Grant Subaward Director:**

Name: Derek Tennell Title: Program Director

Telephone #: (213) 978-4518 Email Address: Derek.Tennell@lacity.org

Address/City/ Zip Code (9-digit): 221 N. Figueroa Street, Suite #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 Street, Room 800, Los Angeles, CA 90012-2639

3. **Programmatic Point of Contact:**

Name: Angela Moreno Title: Assistant Program Director

Telephone #: (213) 978-4519 Email Address: Angela.Moreno@lacity.org

Address/City/ Zip Code (9-digit): 221 N. Figueroa Street, Suite #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 Street, Room 800, Los Angeles, CA 90012-2639

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: Robert J. Fratianne Title: Assistant Branch Chief

Telephone #: (213) 978-8059 Email Address: Robert.Fratianne@lacity.org

Address/City/ Zip Code (9-digit): 200 N. Main Street, Room 900, Los Angeles, CA 90012-2639

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

Name: Michael N. Feuer Title: City Attorney

Telephone #: (213) 978-2100 Email Address: Mike.Feuer@lacity.org

Address/City/ Zip Code (9-digit): 200 N. Main Street, Room 800, Los Angeles, CA 90012-2639

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

Name: Michael N. Feuer Title: City Attorney

Telephone #: (213) 978-2100 Email Address: Mike.Feuer@lacity.org

Address/City/ Zip Code (9-digit): 200 N. Main Street, Room 800, Los Angeles, CA 90012-2639



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.



Grant Subaward Signature Authorization

Grant Subaward #: _____

Subrecipient: Office of the Los Angeles City Attorney

Implementing Agency: Office of the Los Angeles City Attorney

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

Grant Subaward Director:

Printed Name: Derek Tennell

Signature: *Derek Tennell*

Date: 09/20/2021

Financial Officer:

Printed Name: Michiko Reyes

Signature: *Michiko Reyes*

Date: 09/20/2021

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

Signature: *Angela Moreno*

Printed Name: Angela Moreno

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

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

Signature: *Candy Pabalan*

Printed Name: Candy Palbalan

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.



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

Grant Subaward #: _____

Subrecipient: Office of the Los Angeles City Attorney

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. 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.


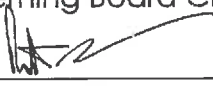
28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

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 | |
| 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. | |
| Official Designee's Signature: _____ |  |
| Official Designee's Typed Name: <u>Michael N. Feuer</u> | |
| Official Designee's Title: <u>City Attorney</u> | |
| Date Executed: <u>09/20/2021</u> | |
| Federal Employer ID #: <u>95-6000735</u> | Federal DUNS #: <u>156092066</u> |
| Current System for Award Management (SAM) Expiration Date: <u>08/06/22</u> | |
| Executed in the City/County of: <u>Los Angeles</u> | |
| AUTHORIZED BY: | |
| <input checked="" type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> County Manager |
| <input type="checkbox"/> Governing Board Chair | |
| Signature: _____  | |
| Typed Name: <u>Matthew W. Szabo</u> | |
| Title: <u>City Administrative Office (City Financial Officer)</u> | |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: | | | Grant Subaward #: | | | |
|--|-----------|---------------|-------------------|---------------|-----------|------------------------|
| A. Personnel Costs - Line-item description and calculation | 19 VOCA | 17 VOCA Match | 20 VOCA | 20 VOCA Match | 21 VCGF | Total Amount Allocated |
| (1) Administrative Coordinator IV (AC IV) @ 40% | \$40,339 | | \$2,000 | | \$21,170 | \$63,509 |
| (1) Administrative Coordinator I (AC I) @ 100% | \$36,352 | | \$28,400 | | \$20,000 | \$84,752 |
| (1) Deputy City Attorney IV (DCAIV) @ 21% | \$35,000 | | | | \$16,219 | \$51,219 |
| (5) Victim Service Coordinator @ 100% | \$130,000 | | \$110,000 | | \$46,474 | \$286,474 |
| (1) Deputy City Attorney III (DCAIV) @ 1% | \$1,000 | | | | \$1,769 | \$2,769 |
| Employee Benefits (CAP41) Breakdown | | | | | | |
| Retirement (Civilians) 26.76% Flex | | | | | | |
| Benefits Program 11.16% Employee | | | | | | |
| Assistance 0.01% Ordinance Life | | | | | | |
| Insurance 0.08% Medicare 1.27% | | | | | | |
| Union Sponsored Benefits 0.03% | | | | | | |
| Unused Sick/Vacation Payout 1.11% | \$105,765 | | \$61,186 | | \$46,034 | \$212,985 |
| Unemployment Claims Worker's | | | | | | |
| Compensation 1.47% Subtotal Carry | | | | | | |
| Forward, Positive 1.68% TOTAL 43.58% | | | | | | |
| Personnel Costs Fund Source Totals | \$348,456 | | \$201,586 | | \$151,666 | \$701,708 |
| PERSONNEL COSTS CATEGORY TOTAL | | | | | | \$701,708 |



Grant Subaward Budget Pages
Multiple Fund Sources

| Subrecipient: | | Grant Subaward #: | | | | |
|--|---------|-------------------|---------|---------------|---------|------------------------|
| B. Operating Costs - Line-item description and calculation | 19 VOCA | 19 VOCA Match | 20 VOCA | 20 VOCA Match | 21 VCGF | Total Amount Allocated |
| Office Supplies \$168.92 per month x 12 month to pay for general office supplies (ie., paper, binders, pens, ink/toner etc.) | \$1,279 | | \$255 | | \$493 | \$2,027 |
| Victim Emergency Fund \$83.33/month x 12 months monetary emergency assistance for victims | \$200 | | | | \$800 | \$1,000 |
| Cellphone Services 1AC IV @ \$ 60.00/ month X 12 months X 40% FTE 1 AC I @ \$ 60.00/ month X 12 months X 100% FTE 5 advocates @ \$ 60.00/ month X 12 months X 100% FTE | \$1,503 | | | | \$3,105 | \$4,608 |
| Database Program \$666.67/ month x 12 months for hosting/maintenance costs | \$4,564 | | | | \$3,436 | \$8,000 |



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Pages Multiple Fund Sources

| Subrecipient: | | Grant Subaward #: | | | | |
|---|-----------|-------------------|---------|---------------|-----------|------------------------|
| B. Operating Costs - Line-item description and calculation | 19 VOCA | 19 VOCA Match | 20 VOCA | 20 VOCA Match | 21 VCGF | Total Amount Allocated |
| Printing \$83.33/month x 12 months Program brochures, business cards, leaflets, mini-outreach cards | \$333 | | | | \$667 | \$1,000 |
| Contractual Services | \$325,000 | | | | \$325,000 | \$650,000 |
| Operating Costs Fund Source Totals | \$332,879 | | \$255 | | \$333,501 | \$666,635 |
| OPERATING COSTS CATEGORY TOTAL | | | | | | \$666,635 |



Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Pages
Multiple Fund Sources

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

| Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet | 19 VOCA | 19 VOC A Match | 20 VOCA | 20 VOC A Match | 21 VCGF | Total Project Cost |
|---|------------------|----------------|------------------|----------------|------------------|--------------------|
| Fund Source Totals | \$681,335 | | \$201,841 | | \$485,167 | \$1,368,343 |



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

Budget Narrative

The funding received from the XC grant from Cal OES allows the Office of the Los Angeles City Attorney Victim Assistance Program, the lead agency administering XC grant funds, to pay for personal and operating expenses during the one-year grant period of January 1, 2022 to December 31, 2022.

Personal Services

Los Angeles City Attorney's Office:

- **Administrative Coordinator IV (AC IV) at 40% FTE= \$63,509**

Salary breakdown:

- 12 months @ \$5,292.41 per month = \$63,509

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

- **Administrative Coordinator (AC I) @ 100% FTE = \$84,752**

Salary breakdown:

- 12 months (January – December 2022) @ \$84,752



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

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

- **Deputy City Attorney IV (DCA IV) @ 21% FTE = \$51,219**

Salary breakdown:

- 12 months (January – December 2022) @ \$51,219

The Deputy City Attorney will be responsible for emergency and direct victim services duties and coordination of primary and secondary victims of gun violence.

- **Deputy City Attorney III (DCA III) @ 1% FTE = \$2,769**

Salary breakdown:

- 12 months (January – December 2022) @ \$2,769

The Grant Director will be responsible for aspects of the fiscal and grant administrative duties related to the XC grant.

- **Victim Service Coordinator (VSC) @ 100% FTE = \$286,474**



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

Salary breakdown = \$57,294.80 x 5 VSCs

- 12 months (January – December 2022) @ \$57,294.80 = \$286,474

The five (5) full-time VSCs will be responsible to provide assistance to all victims of crime (robbery/assault, drunk driving and hit and run, sexual assault, domestic violence, child and elder abuse, human trafficking and hate crimes).

The salaries of five (5) full-time coordinators will staff unserved LAPD divisions. Each coordinator is responsible for providing specific delivery of mandated comprehensive and optional services critical to crime victims in unserved LAPD stations and its surrounding communities. Program activities and services provided include: crisis intervention counseling; emergency assistance; follow-up counseling; resource referrals; criminal justice orientation and court support; criminal court case information; restitution and victim impact statement assistance; and assistance in filing for the California victims of crime compensation claims.

- **Employee Benefits = \$212,985**

- Total salary (\$488,723) x CA41 Rate (43.58%) = \$212,985

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



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

Operating Expenses

- **Office Supplies: \$2,027**

- \$168.92 per month x 12 months = \$2,027

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

- **Emergency Fund: \$1,000**

- \$83.33 per month x 12 months = \$1,000

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

- **Cell Services: \$4,608**

- Administrative Coordinator IV (AC IV) @ \$24.00 per month x 12 months = \$288.00
- Administrative Coordinator IV (AC I) @ \$60.00 per month x 12 months = \$720.00
- Victim Service Coordinator (VSC) @ \$60.00 per month x 12 months x 5 VSC = \$3,600.00



Grant Subaward Budget Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

- **Database Program: \$8,000**
 - \$666.67 / month x 12 months for hosting and maintenance costs.

- **Contractual Services: \$650,000**
 - Subcontracted agencies based on identified victim services gaps selected through a competitive RFP process to address case management services, direct and virtual services, and emergency services.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

PROJECT NARRATIVE

Problem Statement:

The City of Los Angeles is located in Los Angeles County. Los Angeles sits in one of the most ethnically diverse counties in the United States. Los Angeles Combined Statistical Area (CSA) is the third largest in the world, after Greater Tokyo and New York.

Through the County Victim Services (XC) Program grant funds (January 1, 2022 – December 31, 2022), will provide assistance to individuals impacted by crime. The program will provide comprehensive services to victims of the following crimes, including: victims of domestic violence, sexual assault, child abuse, robbery/assaults, child endangerment and abandonment, human trafficking, surviving family members of homicide victims, drunk driving and hit & run victims, hate crimes, and elder abuse in the City of Los Angeles.

Plan:

The City of Los Angeles is currently an XC grant funding Subrecipient. The City of Los Angeles will utilize XC grant funds to provide vital resources that address outstanding service gaps and needs involving select victim populations



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

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

Through XC VOCA 19-20 and 21VCGF grant funds (January 1, 2022 – December 31, 2022), government agencies and community-based organizations in the Los Angeles area will continue to work cooperatively and collaboratively to provide assistance to individuals impacted by crime.

XC grant resources will ensure more timely and specialized critical service delivery for under-resourced victim populations, as further described below. Goals will include increased direct victim services, enhanced case management to meet victim's individual needs, increased multi-agency collaboration, increased service provider cultural competency skills, and enhanced community capacity to support victims throughout the criminal justice process. Additional XC grant objectives will include new trainings, new protocols, new case management, new victim outreach materials, and

¹ The VSSC is a cross-sector, multi-agency stakeholder group assembled under the XC grant partnership that includes mandatory representation from the following entities: City of Los Angeles's Department of Aging, Child Protective Services, Los Angeles City Attorney's Office, Mental Health Department, Los Angeles Police Department, Cal OES-funded Victim Witness Program Project, Cal OES-funded Domestic Violence Assistance Program Project, and Cal OES-funded Rape Crisis Program Project.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

increased awareness citywide regarding victim services and wraparound services.

Lead Agency to Administer XC Grant:

In furtherance of XC grant objective goals, the City of Los Angeles reconvened the VSSC steering committee, comprised of the mandatory representatives outlined by Cal OES in the XC RFA for CY 2022.² On August 11, 2021, the VSSC met to discuss the XC RFA for CY 2022 and review the existing victim services/gaps identified in the current XC grant cycle.

The City Attorney's Victim Assistance Program, which provides direct comprehensive services to victims, will serve as the XC grant's point of contact under Program Director, Derek Tennell. The Office of the City Attorney Victim Assistance Program is the lead agency of the City of Los Angeles XC grant program. The primary responsibility of the lead agency is to administer the City of Los Angeles XC grant program which includes the distribution of XC grant funding. The lead agency will also select the participating agencies that will

² The City of Los Angeles's Steering Committee included mandatory representation from the following entities: City of Los Angeles's Department of Aging, Child Protective Services, Los Angeles City Attorney's Office, Mental Health Department, Los Angeles Police Department, Cal OES-funded Victim Witness Program Project, Cal OES-funded Domestic Violence Assistance Program Project, and Cal OES-funded Rape Crisis Program Project.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

receive City of Los Angeles XC grant funding, through a Request for Proposal (RFP) application process.

Victim Service Gaps/Needs Identified by the VSSC:

These victim service gaps/needs identified include increased services to the following: Case Management Services, Emergency Services, and Direct and Virtual Services to all crime type victims.

The City Attorney's Office will distribute portions of the XC grant funds to other victim service providers and/or community-based organizations dedicated to providing direct services to crime victims. All agencies sharing a portion of the distributed funds will be responsible for the specific delivery of specialized and comprehensive services vitally needed by victims of various crimes.

CITY OF LOS ANGELES XC PROGRAM PLAN

Through XC funding, the City of Los Angeles will continue building upon, and strengthening, the availability of services to crime victims by addressing the victim services gaps/needs in its jurisdiction as collectively identified and agreed upon by all members of the VSSC. Grant funds will facilitate collaborative and coordinated efforts for a multi-agency response to provide effective, timely,



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

culturally appropriate, trauma-informed supportive care with outcomes that improve the short-and long-term health, safety and well-being of victims where gaps in services/needs have been identified. The victim population intended to be served includes, Case Management; Emergency Services, and Direct and Virtual Services.

Distribution of Funds:

As a subgrant award recipient and lead agency, the Los Angeles City Attorney's Office will administer the distribution of XC funds to focus on the needs of one or more of the following gaps in services and needs associated with victims of crime: Case Management Services; Emergency Services, and Direct and Virtual Services. Funding will be distributed and shared with selected participating agencies. These organizations (government or community-based) will provide direct services to crime victims while addressing the identified gaps/needs in the City of Los Angeles. In addition, funds from the grant will be used for victim to access VAP advocates throughout the City by continuing to staff LAPD divisions.

The selected agencies will be receiving the funding as described below, which represents the distribution of funds based on the XC Grant CY 2022:



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

| IDENTIFIED GAPS IN SERVICES/NEEDS | FUNDS | TOTAL PROJECT |
|---|--------------------|--------------------|
| <u>VAP Advocates at LAPD Stations</u> | | |
| LA City Attorney VAP Advocates (includes Personnel and Operating Expenses) | \$718,343 | \$718,343 |
| <u>Case Management Services, Emergency Service, and Direct and Virtual Services</u> | \$650,000 | \$650,000 |
| | \$1,368,343 | \$1,368,343 |

Each partnering agency receiving funds will submit a plan outlining the identified gaps in services/needs they will address. This includes a budget based upon a one-year funding cycle of CY January 1, 2022 to December 31, 2022. In addition, the plan included:

- The identified gaps in needs/services agreed upon by the VSSC committee.
- A Case Management Supportive Care component that includes a multitude of support services to provide effective, culturally appropriate, trauma informed, mental health counseling (both short-and long-term), safety and well-being outcomes.



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

- A multi-agency collaborative working relationship established between law enforcement, prosecution, social services, victims services providers and Los Angeles City Attorney VAP Coordinators, to coordinate service delivery, identification of victims and early intervention. This approach lessens system fragmentation which is vital to the VSSC's plan.
- Identifiable specific goals and objectives for the one-year funding cycle that address the VSSC's identified victim services gaps/needs and a proposed plan to impact the identified needs.
- Measurable outcomes in reaching the specified goals and objectives that satisfy the following criteria, including assessing and tracking such information. These measurable outcomes include:
 - Process measures to assess (i.e., counts of victims served, counts of services offered to victims, counts of intervention activities provided to victims. (i.e., number of victims provided counseling from a XC funded provider).
 - Process measures may also include the extent to which victims were satisfied by the services received (i.e., satisfaction with services survey to be completed anonymously by the XC client).



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

- How to data share with XC support staff, who will keep a log noting the numbers of victims to whom services have been provided and the number of referrals (and the service needs that are addressed by each agency referral) to agencies by the XC staff. The information from these logs will be kept in a database to be reported to the VAP
- A system to keep track, maintain and report measurable outcomes on a monthly basis and report the achievements to the VAP on a quarterly basis as follows:

Cal OES Progress Reports

| Report | Report Period | Due Date |
|------------------------|----------------------------------|------------------|
| 1 st Report | January 1, 2022 – June 30, 2022 | July 31, 2022 |
| Final Report | July 1, 2022 – December 31, 2022 | January 31, 2023 |



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

Subgrantee Report (OVC PMT)

| Report Period | Due Date |
|-------------------------------------|------------------|
| January 1, 2022 – March 31, 2022 | April 14, 2022 |
| April 1, 2022 – June 30, 2022 | July 14, 2022 |
| July 1, 2022 – September 30, 2022 | October 14, 2022 |
| October 1, 2022 – December 31, 2022 | January 14, 2023 |

- An established facility with set operating hours where victims may contact and go to receive victim services.
- The ability or demonstrate the ability to meet language/cultural needs of victims.
- The ability and/or demonstrate the ability to identify and provide support services to all victims.
- A plan to provide cross-training and technical assistance to improve awareness and quality of services to crime victims.
- The ability to meet upon request and when needed to discuss strategies, timetables and implementation of the City of Los Angeles XC Program;



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

- The ability to abide by the City of Los Angeles XC Program guidelines, including but not limited to the submission of tracking and progress reports, the use of funds for VOCA allowable costs for direct services;
- The ability to abide by the provisions of the California Office of Emergency Management (Cal OES) Recipient Handbook.

CAPABILITIES:

The City has 41 years of experience in providing comprehensive services to victims of all types of crimes in Los Angeles. City Attorney VAP Coordinators are certified by the State of California and have the knowledge, skills, training and experiences in all areas of victim advocacy including: crisis intervention, court support, orientation to the criminal justice system and victims' rights, victim centered and trauma informed supportive care case management, and knowledge of governmental and community resources and the California Victim Compensation Board (CalVCB). With a strong commitment to the provision of timely and accessible services, the City was the first to place a full-time Victim Advocate directly in a police station located in the community and neighborhoods where victims reside. As the first point of contact for a victim, law enforcement plays a critical role in the collaborative process to deliver



Grant Subaward Programmatic Narrative

Grant Subaward #: _____

Subrecipient: City of Los Angeles

needed services to victims. Over the years, the City Attorney's VAP has developed and built strong working relationships with law enforcement, prosecutors, governmental/community based agencies and organizations, schools, hospitals, victim service providers, inter-faith and other community groups. This collaborative working relationship has allowed the program to capably deliver needed services to victims.

As the local comprehensive victim services center in the City of Los Angeles, VAP has existing relationships formed through established Operational Letters of Agreements (i.e., Los Angeles Police Department and victim services providers (i.e., shelters/hotlines, legal aid, and community programs) and has formed new working relationships with other members of the VSSC (i.e., Los Angeles County Department of Mental Health, Los Angeles County Department of Children and Family Services, Los Angeles City Department of Aging). These established and newly formed working relationships with the VSSC will allow the VAP program to continue to carry out the County Victim Services (XC) VSSC Plan for CY 2022.

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

Subrecipient Office of the Los Angeles City Attor **Duns#**156092066 **FIPS#** _____
Disaster/Program Title: County Victim Services (XC) Program
Performance Period: 01/01/22 to 12/31/22 **Subaward Amount Requested:** 1368343
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? | 4552057 |
| 5. Are individual staff members assigned to work on multiple grants? | Yes |
| 6. Do you use timesheets to track the time staff spend working on specific activities/projects? | Yes |
| 7. How often does your organization have a financial audit? | Annually |
| 8. Has your organization received any audit findings in the last three years? | Yes |
| 9. Do you have a written plan to charge costs to grants? | Yes |
| 10. Do you have written procurement policies? | Yes |
| 11. Do you get multiple quotes or bids when buying items or services? | Sometimes |
| 12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.? | 3-5 years |
| 13. Do you have procedures to monitor grant funds passed through to other entities? | Yes |

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

| | |
|--|-------------------------------------|
| Signature: (Authorized Agent)  | Date: 10/01/2021 |
| Print Name and Title: Michael N. Feuer City Attorney | Phone Number: (213) 978-2100 |
| <i>Cal OES Staff Only: SUBAWARD #</i> | |



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.



Grant Subaward Service Area Information

Grant Subaward #: _____

Subrecipient: Office of the Los Angeles City Attorney

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, 53, & 59

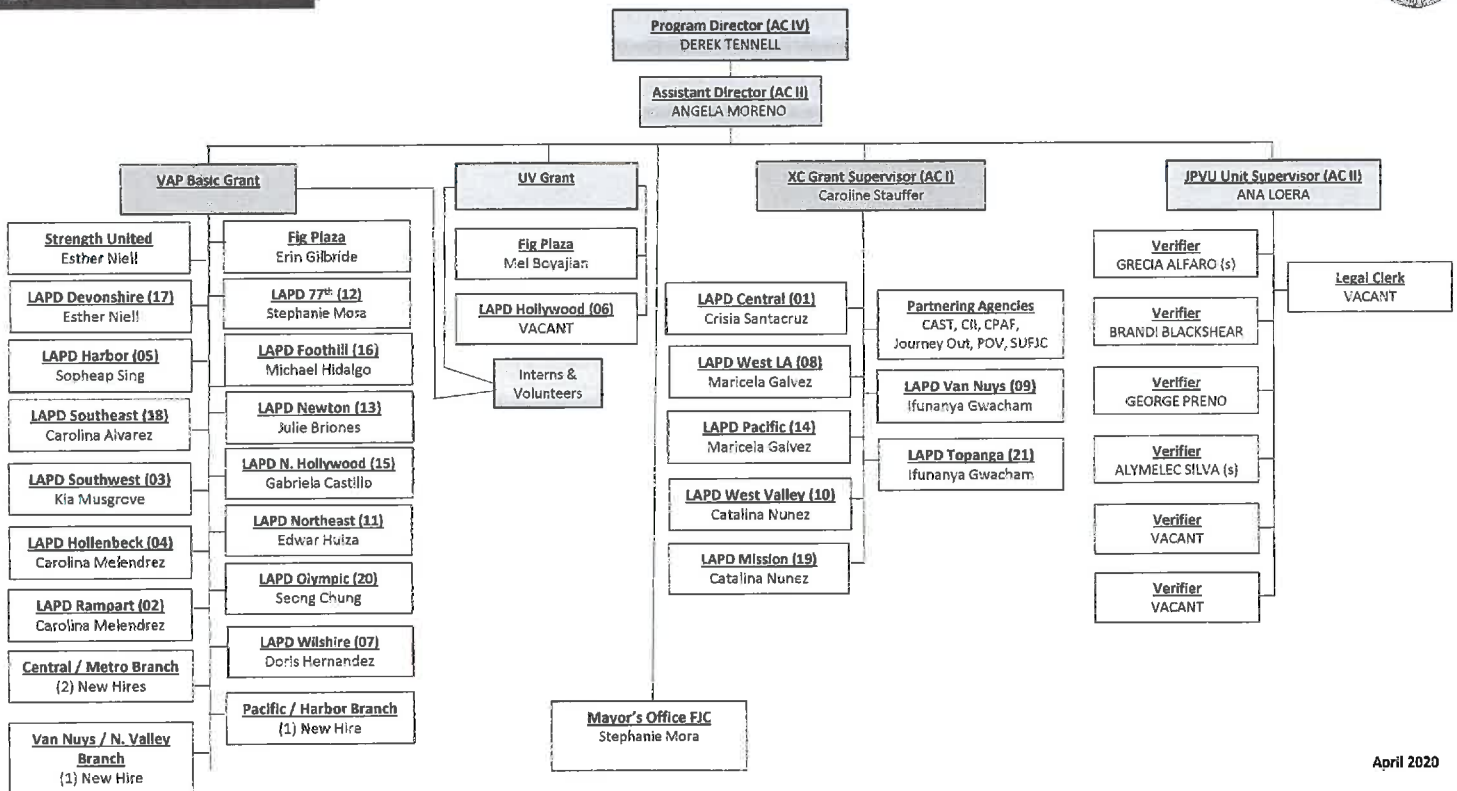
4. State Senate District(s) Served:
18, 20, 21, 22, 24*, 25, 26, 27, 29, 30, 32, 33, 34, 35

State Senate District where principal office is located: 24

5. Population of Service Area: 3,898,747 (2020 estimate)



ORGANIZATIONAL CHART



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

Cal OES Subrecipients may request a partial or full match waiver. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2019-V2-GX-0053
2. Cal OES Subaward Number:
3. Subrecipient's Name: City of Los Angeles
4. Grant Subaward Performance Period 01/01/2022 through 12/31/2022
5. VOCA Victim Assistance Funds Awarded: \$ 681,335
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 0
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 0

9. Briefly summarize the services provided:

The XC Program provides services to crime victims assisting the recover from psychological, emotional, and out-of-pocket financial losses incurred as a result of a crime. The program also helps to increase the victims' involvement in the criminal justice system.

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

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

11. Describe any local resource constraints to providing match:

The City of Los Angeles is limited to using in-kind match donations. XC staff is working from home due to COVID-19 and are having difficulty in seeking local resources to meet the match requirement. These constraints include difficulty in recruiting and retaining volunteers. Approval of this match waiver request will relieve XC staff of time spent on recruiting, training, and supervising volunteers, and focus more on providing direct services to crime victims.

Approved

Denied

Unit Chief Name

Unit Chief Signature / Date

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

Cal OES Subrecipients may request a partial or full match waiver. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number: 2019-V2-GX-0053
2. Cal OES Subaward Number:
3. Subrecipient's Name: City of Los Angeles
4. Grant Subaward Performance Period 01/01/2022 through 12/31/2022
5. VOCA Victim Assistance Funds Awarded: \$ 681,335
6. Amount of Cash Match Proposed (post-Match Waiver): \$ 0
7. Amount of In-kind Match Proposed (post-Match Waiver): \$ 0
8. Total Amount of Match Proposed (sum of #6 and #7): \$ 0

9. Briefly summarize the services provided:

The XC Program provides services to crime victims assisting the recover from psychological, emotional, and out-of-pocket financial losses incurred as a result of a crime. The program also helps to increase the victims' involvement in the criminal justice system.

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

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

11. Describe any local resource constraints to providing match:

The City of Los Angeles is limited to using in-kind match donations. XC staff is working from home due to COVID-19 and are having difficulty in seeking local resources to meet the match requirement. These constraints include difficulty in recruiting and retaining volunteers. Approval of this match waiver request will relieve XC staff of time spent on recruiting, training, and supervising volunteers, and focus more on providing direct services to crime victims.

Approved

Denied

Unit Chief Name

Unit Chief Signature / Date



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 #: _____

Subrecipient: Office of the Los Angeles City Attorney

| Participating Agency/Organization/Individual | Date Signed | Time Frame of OA |
|---|-------------|----------------------|
| 1. Strength United Family Justice Center | 08/11/2021 | 01/01/22 to 12/31/22 |
| 2. Journey Out | 08/11/2021 | 01/01/22 to 12/31/22 |
| 3. Jenesse Center, Inc. | 08/11/2021 | 01/01/22 to 12/31/22 |
| 4. City of Los Angeles Department of Aging | 08/11/2021 | 01/01/22 to 12/31/22 |
| 5. Coalition to Abolish Slavery & Trafficking | 08/11/2021 | 01/01/22 to 12/31/22 |
| 6. Peace Over Violence (POV) | 08/11/2021 | 01/01/22 to 12/31/22 |
| 7. Office of Operations Los Angeles Police Department | 08/04/2021 | 01/01/22 to 12/31/22 |
| 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 _____ |



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.



Petty Cash Victim Fund Certification

Grant Subaward #: _____

Subrecipient: Office of the Los Angeles City Attorney

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

09/20/2021
Date

Michiko Reyes
Financial Officer Name

Michiko Reyes
Financial Officer Signature

09/20/2021
Date



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 #: _____

Subrecipient: Office of the Los Angeles City Attorney

Total Procurement Amount: \$ 0.00 Procurement: _____

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.

| | | |
|------------------------------|-----------------------------------|-------------------|
| <u>Derek Tennell</u> | <u><i>Derek Tennell</i></u> | <u>09/20/2021</u> |
| Grant Subaward Director Name | Grant Subaward Director Signature | 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



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.



Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: _____

Subrecipient: Office of the Los Angeles City Attorney

Contractor/Consultant: _____

Contract Start Date: _____ Contract End Date: _____

Contract Amount: _____ Rate per 8-Hour Day: _____

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

Grant Subaward Director Signature

09/20/2021
Date

Cal OES Approval

Approved Denied

Program Specialist Signature

Date

Approved Denied

Unit Chief Signature

Date