

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0009

Date: April 21, 2022

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: Matthew W. Szabo, City Administrative Officer Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT
ACCEPTANCE PACKET FOR THE LOS ANGELES COUNTY VICTIM
SERVICES PROGRAM GRANT AWARD**

Attached is the Grant Acceptance Packet (Packet) for the 2022 Los Angeles County Victim Services (XC) Program for a grant award in the amount of \$1,368,343 received by the City Attorney's Office from the California Governor's Office of Emergency Services (Cal OES) for the period from January 1, 2022 through December 31, 2022. The grant funding will be utilized in support of the XC Program, which addresses service gaps and needs in select victim populations within the City of Los Angeles.

The total cost of the XC Program is \$1,451,133, of which the grant funds of \$1,368,343 will provide \$488,723 for salaries, \$212,985 for fringe benefits, \$850,000 for subrecipient agencies, and \$16,635 for operating expenses. The grant funding will fully fund one City Attorney Administrative Coordinator IV, one City Attorney Administrative Coordinator I, one Deputy City Attorney IV, one Deputy City Attorney III, and five Witness Service Coordinators.

Funding for the remaining program costs consist of related costs of \$82,790 which are included in the City Attorney's 2021-22 Adopted Budget. No additional position authorities are requested at this time.

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

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Grant Agreement

Should you have any questions regarding the Packet, please contact Claire No at (213) 473-7520.

MWS:EFR:CN:04220074

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

| | | |
|---|---|--|
| Recipient City Department: Office of the City Attorney | | Award Notification Date: December 2, 2021 |
| Grant Award Title: Fiscal Year 2022 County Victim Services (XC) Program | | Grant Amount: \$1,368,343 Prior Grant Award(s): \$1,584,566 |
| Awarding Agency: County of Los Angeles | | |
| Grant Agreement Number/Reference: C.F. 16-1189-S2 | Performance Start Date: January 1, 2022 | Performance End Date: December 31, 2022 |
| <p>Purpose: The Office of the City Attorney requests authority to accept the grant award of \$1,368,343 from the California Governor's Office of Emergency Services (Cal OES) for a grant performance period of January 1, 2022 through December 31, 2022. The awarded funds will provide continued support to the Fiscal Year 2022 Los Angeles County Victim Services (XC) Program to address service gaps and needs in select victim populations within the City of Los Angeles. The total program cost of \$1,451,133 consists of \$1,368,343 in grant funds and \$82,790 in related costs.</p> | | |

| Checklist for Grant Acceptance: | Yes | No | N/A | Comments |
|--|-----|----|-----|---|
| 1. Authority for Grant Acceptance | | | | |
| <ul style="list-style-type: none"> Department requests acceptance of the Grant | X | | | () Terms/Conditions outlined in Award Notice/Grantor Agreement |
| 2. Match Requirement Review | | | | |
| <ul style="list-style-type: none"> Match Sources Identification completed | | | X | () Obtain match requirements from Award Notice/Grantor Agreement |
| <ul style="list-style-type: none"> Additional Funds requested | | X | | () Submit to CAO for review |
| 3. Charter Section 1022 Determination | | | | |
| <ul style="list-style-type: none"> Charter Section 1022 findings completed | | | X | () Submit to CAO for review and determination |
| 4. Provisions for Grant-Funded Contracts | | | | |
| <ul style="list-style-type: none"> Standard and Grantor Provisions or equivalent language is included | | | X | () Incorporate Provisions or Language into proposed agreement |
| <ul style="list-style-type: none"> Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/> | | | X | () Submit to City Attorney for review and approval; copy to CAO |
| 5. Personnel Authorities | | | | |
| <ul style="list-style-type: none"> Department has submitted a request for position(s) | | X | | () Review documents and make determination |
| 6. Grant Implementation Recommendations | | | | |
| <ul style="list-style-type: none"> Department has submitted grant implementation instructions | X | | | () Submit to CAO for review |
| 7. Controller Instructions for Fund/Accounts Set-Up | | | | |
| <ul style="list-style-type: none"> Department has requested Funds/Accounts Set-up | X | | | |
| 8. Governing Body Resolution/Certification | | | | |
| <ul style="list-style-type: none"> Department has submitted Resolution/Certification | | | X | () Submit to CAO and City Attorney for review |
| 9. Fiscal Impact Analysis | | | | |
| <ul style="list-style-type: none"> Department has submitted Fiscal Impact Statement | X | | | () Submit to CAO for review and determination |
| 10. Grant Award Summary | | | | |

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

The Office of the City Attorney requests approval to accept the Fiscal Year 2022 (FY22) Los Angeles County XC Program Grant in the amount of \$1,368,343 from the Cal OES for a grant performance period of January 1, 2022 through December 31, 2022. Funding for the XC Program Grant is provided through the federal Victims of Crime Act funds, with the Cal OES serving as the pass-through agency. Grant funding is utilized in support of the Los Angeles County XC Program. The XC Program began in 2016 to help address gaps in victim services as identified by the Victim Services Steering Committee that is comprised of local stakeholders.

Grant funding will continue to support the XC Program which has served 20,342 new and continuing crime victims since its inception. Staff has provided a total of 18,966 assists with the following services: 6,115 application filings for the California Victim Compensation Board Fund, 17,429 information referrals, 1,615 personal advocacy and accompaniment services, 5,168 emotional support or safety services, 2,875 referrals and assistance to shelter and housing services, and 3,398 criminal justice system assistance services.

(Continued on Page 3)

11. Recommendations

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

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

1. Authorize the City Attorney, or designee, to accept the grant award for the Fiscal Year 2022 Los Angeles County Victim Services Program Grant from the California Governor's Office of Emergency Services and execute said grant award on behalf of the City, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney, or designee, to accept the Fiscal Year 2022 Los Angeles County Victim Services Program Grant award in the amount of \$1,368,343 for a grant performance period of January 1, 2022 through December 31, 2022;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368 in the amount of \$1,368,343 from the California Governor's Office of Emergency Services;
 - b. Establish a new appropriation account within Fund No. 368 as follows:
Account 12V321 – Victim Assistance XC Program FY 2022 - \$1,368,343;
 - c. Transfer \$244,361 from Fund No. 368, Department No. 12, Account No. 12V321 to Fund No. 100, Department No. 12, Account No. 001010 – Salaries, General;
 - d. Upon receipt of grant funds, transfer up to \$212,985 from Fund No. 368, Department No. 12, Account No. 12V321 to Fund No. 100, Department No. 12, Revenue Account No. 5346 – Related Cost Reimbursements from Grants; and,

(Continued on Page 4)

12. Fiscal Impact Statement

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

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

The total program cost is \$1,451,133, of which \$1,368,343 will be reimbursed by the County of Los Angeles as follows: \$488,723 for salaries, \$212,985 for fringe benefits, \$650,000 for subrecipient agencies, and \$16,635 for operating expenses. Funding for the remaining related costs of \$82,790 is included in the City Attorney's 2021-22 Adopted Budget. There is no General Fund impact, and the recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.

Doc. No. 04220074

| | | | |
|-------------|----------------|-------------------|------|
| Claire No | Edward F. Roes | | |
| CAO Analyst | Chief | CAO/Assistant CAO | Date |

10. Grant Award Summary (Continued from Page 2)

The total cost of the Victim Services Program is \$1,451,133, of which \$1,368,343 will be reimbursed to the General Fund by the County of Los Angeles as follows: \$488,723 for salaries, \$212,985 for fringe benefits, \$650,000 for subrecipient agencies, and \$16,635 for operating expenses. The Grant funds support nine positions consisting of one City Attorney Administrative Coordinator IV, one City Attorney Administrative Coordinator I, one Deputy City Attorney IV, one Deputy City Attorney III, and five Witness Service Coordinators.

Funding for the remaining \$82,790 for related costs is included in the City Attorney's 2021-22 Adopted Budget. There is no General Fund impact, and the recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.

Subrecipient agencies, comprised of community victim services agencies, City departments, and stakeholders, provide enhanced direct services to underserved victim populations. Partnering agencies include the Strength United Family Justice Center, Journey Out, Jenesse Center, Inc., Aging Department, Coalition to Abolish Slavery and Trafficking, Peace Over Violence, and the Los Angeles Police Department. Each agency is responsible for providing monthly reports to the City Attorney's Office to ensure program objectives are met.

It should be noted that this report also includes a recommendation inadvertently omitted from City Attorney's transmittal to execute the vendor agreements between the City Attorney's Office and partnering service providers. This request has been included as Recommendation No. 5 in this report. The City Attorney's Office has confirmed and concurs with this modification.

11. Recommendations (Continued from Page 2)

4. Authorize the City Clerk to place the following action relative to the FY 2022 Los Angeles County XC Program Grant on the City Council agenda on July 1, 2022 or the first meeting day thereafter:

“That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$244,362 from Fund No. 368, Department No. 12, Account No. 12V321 to Fund No. 100, Department No. 12, Account No. 001010 – Salaries, General.”;

5. Authorize the City Attorney, or designee, to execute vendor agreements between the City Attorney’s Office and the following service providers: Peace Over Violence, Strength United Family Justice Center, Coalition to Abolish Slavery and Trafficking, Journey Out, and the Children’s Institute, Inc.; and,

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