

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02130-0000

Date: December 7, 2022

To: The Mayor  
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office  
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: *for* Matthew W. Szabo, City Administrative Officer *Wanda Chavez*Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT  
ACCEPTANCE PACKET FOR THE FISCAL YEAR 2022-23 CALIFORNIA  
OFFICE OF TRAFFIC SAFETY GRANT AWARD FOR THE ALCOHOL AND  
DRUG IMPAIRED DRIVING VERTICAL PROSECUTION PROGRAM**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$969,369 from the California Office of Traffic Safety for the period from October 1, 2022 through September 30, 2023, for the Alcohol and Drug Impaired Driving Vertical Prosecution Program.

The Alcohol and Drug Impaired Driving Vertical Prosecution Program within the Office of the City Attorney is dedicated to the prosecution of those driving under the influence of alcohol or drugs within the City. The grant award of \$969,369 will support the following program costs: \$595,171 for salaries, \$356,198 for related costs, \$8,000 for travel expenses, and \$10,000 for contractual services. There is no match requirement associated with this grant.

As a participant in the Phase II eCivis Grants Management Program, the City Attorney's Office submitted the packet for review and analysis by the Office of the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO Analyst. In accordance with the approved procedures for the Grants Management Program, this Office reviewed the Packet for completeness, conducted a concise analysis, prepared a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

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

If you have any questions regarding the Grant Acceptance Packet, please contact Claire Su Kyung No at (213) 473-7520.

MWS:EFR:CN:04230042

Attachments

# OFFICE OF THE CITY ADMINISTRATIVE OFFICER

## Review of Grant Award and Acceptance Determination

<b>Recipient City Department:</b> Office of the City Attorney		<b>Award Notification Date:</b> August 22, 2022
<b>Grant Award Title:</b> Fiscal Year 2022-23 California Office of Traffic Safety Grant Award		<b>Grant Amount:</b> \$969,369 <b>Prior Grant Award(s):</b> \$912,050
<b>Awarding Agency:</b> National Highway Traffic Safety Administration		
<b>Grant Agreement Number/Reference:</b> DI23012/C.F. 20-1138-S1	<b>Performance Start Date:</b> October 1, 2022	<b>Performance End Date:</b> September 30, 2023
<b>Purpose:</b> The Office of the City Attorney requests authority to accept the grant award of \$969,369 for the Fiscal Year 2022-23 California Office of Traffic Safety Grant for the Alcohol and Drug Impaired Driving Vertical Prosecution Program with a performance period from October 1, 2022 to September 30, 2023. Funding will support the City's prosecution of individuals who drive under the influence of alcohol or drugs. The total program cost of \$973,369 consists of \$969,369 in grant funds and \$4,000 in related costs not covered by the grant. These funds are included in the City Attorney's 2022-23 Adopted Budget.		

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

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

### Review of Grant Award and Acceptance Determination

#### 10. Grant Award Summary

The Office of the City Attorney requests approval to accept the Fiscal Year 2022-23 California Office of Traffic Safety (OTS) Grant award of \$969,369 to support the Alcohol and Drug Impaired Driving Vertical Prosecution Program. Grant funding is awarded by the California Office of Traffic Safety, which serves as the pass-through agency for the National Highway Traffic Safety Administration. The grant performance period is from October 1, 2022 through September 30, 2023. There is no match requirement. This is the tenth year the City Attorney's Office has been awarded this grant.

This Program is dedicated to the prosecution of individuals who drive impaired by alcohol or drugs. The City Attorney's prosecution team will oversee cases vertically, meaning prosecutors will handle cases throughout each step of the criminal justice process. Responsibilities include drafting and filing motions, responding to discovery requests, and interviewing witnesses. Outcomes for last year's Program include the review of 4,671 impaired driving referrals and the filing of 3,276 cases, of which 599 cases involved driving under the influence of drugs.

(Grant Award Summary 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 approve the accompanying grant award between the City of Los Angeles and the California Office of Traffic Safety, and authorize the City Attorney, or designee, to 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 grant award in the amount of \$969,369 for funding the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the period of October 1, 2022 to September 30, 2023;
3. Authorize the Controller to:
  - a. Establish a receivable within Fund No. 368, Department No. 12 in the amount of \$969,369;
  - b. Establish appropriation Account No. 12W231, Impaired Driving Prosecution, within Fund No. 368, Department No. 12 in the amount of \$969,369;
  - c. Transfer \$446,378 from Fund No. 368, Department No. 12, Account No. 12W231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Account No. 001010, Salaries General, for FY 2022-23 salary expenses;
  - d. Upon receipt of grant reimbursements and approval of expenses, transfer up to \$356,198 from Fund No. 368, Department No. 12, Account No. 12W231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Revenue Source Code 5346, Related Cost Reimbursement – Grants, to reimburse fringe benefits and related costs during the grant period;
4. Authorize the City Council to instruct the City Clerk to place on the agenda for the first regular Council meeting on July 1, 2023, or shortly thereafter, the following action relative to the Alcohol and Drug Impaired Driving Vertical Prosecution Program:


"That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$148,793 from Fund No. 368, Department No. 12, Account No. 12W231, Impaired Driving Prosecution, to Fund No. 100, Department No. 12, Account No. 001010, Salaries General." For FY 2023-24 salary expenses; and,
5. Authorize the City Attorney 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.

#### 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):

No additional General Fund appropriation is requested at this time. The balance of funds not supported by the grant are included in the City Attorney's 2022-23 Adopted Budget. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.

Claire Su Kyung No	Edward F. Roes		12/07/2022
CAO Analyst	Chief	CAO/Assistant CAO	Date

**10. Grant Award Summary** (Continued from Page 2)

The program's total cost is \$973,369, of which \$969,369 will be reimbursed by the grant as follows: \$595,171 for salary costs; \$356,198 for related costs; \$8,000 for travel expenses; and \$10,000 for contractual services. Grant funding for salaries and related costs will support five existing positions as follows: one Deputy City Attorney II, one Deputy City Attorney II, two Deputy City Attorney I, and one Legal Assistant I. Funding for the remaining program cost consist of \$4,000 for related costs which are included in the City Attorney's 2022-23 Adopted Budget. No General Fund appropriation is required at this time.



**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

*JR*

Date: September 14, 2022

Re: FY 2022-23 California Office of Traffic Safety Grant Award  
Council File Number 20-1138

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$969,369 awarded by the Office of Traffic Safety, which is the pass through agency for the National Institute of Traffic and Highway Safety Agency. Now in its ninth year, this award will provide reimbursable funding for the salaries and fringe benefits for four Deputy City Attorney positions from October 1, 2022 through September 30, 2022. Together, this team will aggressively prosecute driving under the influence offenders (both alcohol and drugs) within the City of Los Angeles as part of the "Alcohol and Drug Impaired Driving Vertical Prosecution Program."

Impaired driving is a significant public safety issue. During the first three quarters of the FY 2021-22 grant period (10/01/2021 – 6/30/2022), the Los Angeles City Attorney's Office reviewed 4,671 driving under the influence cases, of which 1,133 cases reviewed involved driving under the influence of drugs. The Los Angeles City Attorney's Office filed 3,276 under the influence of alcohol cases and 599 driving under the influence of drugs cases.

It is anticipated that grant funding will continue beyond FY 2022-23 as a result of grantee performance and the ongoing need for resources in this area.



**City of Los Angeles**  
Grant Award Notification and Acceptance

**Recipient Department**

This Grant Award is:	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation/Renewal	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Suballocation
Grants Coordinator:	Vanessa Chavez	E-Mail:	<a href="mailto:vanessa.chavez@lacity.org">vanessa.chavez@lacity.org</a>	Phone: 213-978-2449
Project Manager:	Vanessa Chavez	E-Mail:	<a href="mailto:vanessa.chavez@lacity.org">vanessa.chavez@lacity.org</a>	Phone: 213-978-2449
Department/Bureau/Agency:	City Attorney			Date: 09/14/2022

**Grant Information**

Name of Grantor:	CA Transportation Agency	Pass Through Agency:	
Grant Program Title:	California Office of Traffic Safety (OTS): General Grants - FY 2023	Notification of Award Date:	08/24/2022
Funding Source (Public / Private):	State	Grant Type:	Competitive/Discretionary
		Funds Disbursement:	Reimbursement
		Agency's Grant ID:	CFDA#: 20-1138
		Other ID#:	
		eCivis ID#:	
Match Requirement:	None	Amount:	\$0.00
Match Type:	N/A	%Match	0
		Identify Source of Match:	
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$969,369.00	\$0.00	Total Project Budget:
			\$969,369.00

**Approved Grant Budget Summary**

Category	Awarded	Match	Additional	Explanation
Personnel				
SALARY	595171	\$0.00		FT SALARY FOR 5 STAFF
FRINGE	332368	\$0.00		FRINGE BENEFITS FOR 5 STAFF
Travel				
TRAVEL	8000	\$0.00		TRAVEL FOR 5 STAFF
Contractual Services				
CONTRACTUAL SERVICES	10000	\$0.00		MEDICAL EXPERT
Other				
INDIRECT COST	23830	\$0.00		16.94% OF INDIRECT COSTS AWARDED
Total	\$969,369.00	\$0.00		

**Approved Project**

Descriptive Title of Funded Project:	DUID FY 2022- 2023
Performance Period Start/End Dates (Month/Day/Year):	Citywide: yes
Start: 10/01/2022	End: 09/30/2023
	Affected Council District(s): all
	Affected Congressional District(s): all
Purpose:	drugged impaired driving enforcement
Identify Internal Partners (City Dept/Bureau/Agency):	LAPD
Identify External Partners:	Los Angeles County District Attorney's Office

**Summary**

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



The Los Angeles City Attorney's Office has a grant funded specialized team to prosecute alcohol and drug impaired driving cases to handle cases throughout each step of the criminal process. Prosecution team members will work to increase the capabilities of the team and the office by obtaining and delivering specialized training. Team members will share information with peers and law enforcement personnel throughout the county and across the state. The office will accomplish these objectives as a means to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.

### Recommendations

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

**CONTROLLERS INSTRUCTIONS** Authorize the City Attorney or his designee to APPROVE the accompanying grant award between the City and the Office of Traffic Safety 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 \$969,369 for funding the Alcohol and Drug Impaired Driving Prosecution Program for the period of October 1, 2022 through September 30, 2023. 3. AUTHORIZE the Controller to: a. ESTABLISH a receivable in the amount of \$969,369 within Fund 368, Department 12. b. ESTABLISH Appropriation Account 12W231 - Impaired Driving Prosecution within Fund 368, Department 12 in the amount of \$969,369. c. TRANSFER \$446,378 from Fund 368, Department 12, Account 12W231-Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General. d. Upon receipt of grant funds, TRANSFER up to \$356,198 from Fund 368, Department 12, Account 12W231 - Impaired Driving Prosecution to Fund 100, Department 12, to Account Revenue Source No. 5346 Related Costs Reimbursement - Grants. 5. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2023, the following action relative to the Alcohol and Drug Impaired Driver Vertical Prosecution Program: "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$148,793 from Fund 368, Department 12, Account No. 12W231 - Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General." 6. AUTHORIZE the Office of the City Attorney to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

### Fiscal Impact Statement

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

There is no general fund impact for accepting this grant program. The total project cost is \$969,369 and is fully reimbursed by grant funds received from the Office of Traffic Safety.

### Acceptance Packet

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

☒ Grant Award Notification and Acceptance

Copy of Award Notice

☒ Grant Project Cost Breakdown (Excel Document)

☒ Copy of Grant Agreement (if applicable)

☒ Detail of Positions and Salary Costs (Excel Document)

☐ Additional Documents (if applicable)

Department Head Name:

Department Head Signature:

Date:

*Jan Finkel*

*[Signature]*

*2/23*

### For CAO Use Only

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

☐ Complete The Acceptance Packet has been forwarded to appropriate CAO analyst

☐ Returned to Department (Additional information/documentation has been requested.)

☐ Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

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

Grant Name: Alcohol and Drug Impaired Driving Vertical Prosecution		Additional Costs**		Department:	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments
<b>Salaries</b>					
1010 Salaries General	595,171			595,171	
1020 Salaries Grant Reimbursed				-	
1070 Salaries As Needed				-	
1090 Overtime				-	
<b>Salaries Total:</b>	595,171	-	-	595,171	
<b>Related Costs*</b>					
	<b>CAP 41 Rate</b>				
Fringe Benefits	43.58%	259,376		259,376	
Central Services	12.60%	72,992		72,992	
Dept Admn	4.34%	23,830		23,830	
<b>Related Costs Total:</b>		356,198	-	356,198	
<b>Expense</b>					
2120 Printing & Binding				-	
2130 Travel		8,000		8,000.00	Annual state conference
3040 Contractual Services- Medical Expert		10,000		10,000.00	
3310 Transportation				-	
4160 Governmental Meetings				-	
6010 Office Supplies				-	
6020 Operating Supplies				-	
7300 Equipment				-	
Other-				-	
<b>Expenses Total:</b>		18,000	-	18,000	
<b>Grand Total:</b>		969,369	-	969,369	
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)					
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.					



## Grant Award Notification and Acceptance

### Detail of Positions Salary Costs for Grant

[illegible]

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