

Office of the Los Angeles City Attorney  
Hydee Feldstein Soto

**MEMORANDUM**

To: The Honorable Karen Bass  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012

Honorable Members of City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012

From: Kyle Kirkpatrick, Grants Coordinator 

Date: February 27, 2023

Re: Victim Assistance Program (VAP) Grant for FY 2022-23

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$2,178,586 for FY 2022-23 to support the City's Victim Assistance Program (VAP) during its 43rd year.

This formula grant is awarded by the California Office of Emergency Services, which is the pass-through agency for federal Victims of Crime Act funds. The County of Los Angeles is the prime recipient of these funds, with the City of Los Angeles as its sub-recipient. The County has confirmed its intent to make \$2,178,586 (25% of total available funds) for the continued operation of VAP for FY 2022-23 (October 1, 2022 through September 30, 2023). Funding will support 18 FTE Witness Service Coordinator (WSC) positions, 95% of one FT Administrative Coordinator III, and 50% of one FT Administrative Coordinator IV.

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

During FY 2021-22 (October 1, 2021 to September 30, 2022), VAP staff served **10,033** new and continuing crime victims, through the following services: **8,670** assists with filing for California Victim Compensation Board applications; **2,492** crisis counseling/intervention; **818** criminal justice support/advocacy; and **5,669** follow-ups and information referral to resources.



**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:	<a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a> Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail:	<a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a> Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 03/16/2023

**Grant Information**

Name of Grantor:		Pass Through Agency:	
CA Other			
Grant Program Title:		Notification of Award Date:	
Victim Assistance Program (VAP) (Continuation Funding) - FY 2023		10/01/2022	
Funding Source (Public / State)	Grant Type:	Funds Disbursement:	Agency's Grant ID:
	Non-Competitive/Formula	Reimbursement	CFDA#:
			Other ID#:
			eCivis ID#:
Match Requirement:	Yes	Amount:	\$0.00                                    %Match 0
Match Type:	Cash/In-Kind	Identify Source of Match:	
<b>Fiscal Information:</b>	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$2,178,586.00	\$0.00	Total Project Budget:
			\$2,178,586.00

**Approved Grant Budget Summary**

Category	Awarded	Match	Additional	Explanation
Personnel				
AC IV	\$116,261.03	\$0.00		Program Director 50% FTE Salary & Fringe
AC III	\$149,707.99	\$0.00		Assistant Program Director 100% FTE
Witness Service Coordinators	\$1,818,832.97	\$0.00		Victim Service Coordinators 18 x 100% FTE
Materials/Supplies				
Office Supplies	\$3,003.00	\$0.00		Daily office use
Office Supplies	\$12,000.00	\$0.00		Desktops and software
Printing	\$1,000.00	\$0.00		Brochures
Travel				
Travel Training	\$6,617.00	\$0.00		Self Care & Entry Level
Other				
Cellphone Service	\$14,004.00	\$0.00		Verizon
Emergency Fund	\$7,660.00	\$0.00		Petty Cash
Database	\$49,500.00	\$0.00		Maintenance costs
Total	\$2,178,586.00	\$0.00		

**Approved Project**

Descriptive Title of Funded Project:		VAP Basic 2022-23	
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start:	10/01/2022 End:	09/30/2023	Affected Council District(s):
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
Identify External Partners:			

**Summary**

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

The purpose of this program is to provide comprehensive assistance to victims and witnesses of violent crimes in all of California's counties by supporting victim/witness assistance centers. Services that must be provided by centers funded through this program include:

- \*Crisis intervention
- \*Emergency assistance
- \*Resource and referral assistance
- \*Direct counseling
- \*Assistance with California Victim Compensation Board claims
- \*Property return
- \*Orientation to the criminal justice system
- \*Court escort
- \*Presentation and training for criminal justice agencies
- \*Public presentations and publicity
- \*Case status
- \*Family/friend/employer notification
- \*Employer notification/intervention
- \*Restitution

## Recommendations

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

1. AUTHORIZE the City Attorney, or designee, to:
  - a. Execute the grant agreement between the County of Los Angeles and the City Attorney's Office;
  - b. Accept the grant award in the amount of \$2,178,586 from the County of Los Angeles.
2. AUTHORIZE the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$2,178,586 from the County of Los Angeles;
  - b. Establish a new appropriation account within Fund 368 as follows: Account 12W311 – Victim Assistance Program FY22/23 - \$2,178,586
  - c. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$1,100,133 from Fund 368, Department 12, Account 12W311 – Victim Assistance Program FY22/23 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the grant reimbursed regular authorities; 15
  - d. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$632,788 from Fund 368, Department 12, Account 12W311 – Victim Assistance Program FY22/23 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the Victim Assistance Program FY22/23;
  - e. Upon approval of expenses and receipt of grant funds, TRANSFER up to \$263,911 from Fund 368, Department 12, Account 12W311 – Victim Assistance Program FY22/23 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the 5 resolution authorities.
3. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2023, the following action relative to the Victim Assistance Program FY22/23: That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$87,970 from Fund 368, Department 12, Account 12W311 - Victim Assistance Program FY22/23 to Fund 100, Department 12, Account 001010 – Salaries.
4. AUTHORIZE the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

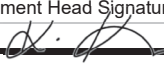
## Fiscal Impact Statement

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

The total cost of the Victim Assistance Program FY22/23 is \$2,424,557 of which \$2,178,586 will be reimbursed by the County of Los Angeles, from a formula grant awarded by the California Office of Emergency Services. The General fund contribution is \$245,971 in related costs (CAP 41) which are already included in the 2022-23 City 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 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 checked="" 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:
Kyle Kirkpatrick	
	Date:
	3/16/2023

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:	
<input type="checkbox"/>	Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
<input type="checkbox"/>	Returned to Department (Additional information/documentation has been requested.
<input type="checkbox"/>	Flagged (See comments below.)
Comments:	
CAO Grants Oversight Unit Signature:	Date:

**Grant Name: Victim Assistance Program FY22/23****Department:** City Attorney**Grant Project Breakdown**

	<b>Grant Funds</b>	<b>City Funds</b>	<b>Non-City Funds</b>	<b>Total</b>	<b>Comments</b>
<b>Salaries</b>					
1010 Salaries General	1,452,014			1,452,014	
1020 Salaries Grant Reimbursed				-	
Other Volunteer Hours				-	
1090 Overtime				-	

**Salaries Total:** \$ 1,452,014 \$ - \$ - \$ 1,452,014**Related Costs\*****CAP Rate**

Fringe Benefits	632,788			632,788	
Department Administration		182,954		182,954	
Central Services		63,017		63,017	
	\$ 632,788	\$ 245,971	\$ -	\$ 878,759	

**Related Costs Total:****Expense**

2120 Printing & Binding	1,000			1,000	
2130 Travel & Training	6,617			6,617	Entry level Victim Advocate Training (Registration only)
3040 Contractual Services	49,500			49,500	Annual hosting & maintenance costs - VAP Database
3310 Transportation				-	
4160 Governmental Meetings				-	
6010 Office Supplies	3,003			3,003	Cell Phone Service
6020 Operating Supplies	14,004			14,004	Laptops/Software/Devices
7300 Equipment	12,000			12,000	
Other Victim Emergency Fund	7,660			7,660	Petty Cash
Other Self Care Virtual Training				-	

**Expenses Total:**

\$ 93,784 \$ - \$ - \$ 93,784

**Grand Total:**

\$ 2,178,586 \$ 245,971 \$ - \$ 2,424,557

\*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.

Department: City Attorney

Project Name: Victim Assistance Program FY22/23

Job Classification	Total New			Existing		Grant Funding		Reimbursable*		City		Other Funding Sources		Non-City		Comments
						No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Administrative Coordinator IV (0570)	0.5	0	0.5	0.5	0.5	0.5	80,973	1	161,946							DPO 50% billed to VAP Basic
Administrative Coordinator III (0569)	0.95	0	0.95	0.95	0.95	0.95	104,268	1	109,756							DPO 95% billed to VAP Basic
Witness Service Coordinators (0531)	13	0	13	13	13	13	914,892	13	914,892							DPO 100% billed to VAP
Witness Service Coordinators (0531)	5	0	5	5	5	5	351,881	5	351,881							PAR CF18-1228

**Total:** 19.5 0 19.45 19.45 20 \$ 1,538,474.72 0 \$ - 0 \$ -

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.

\*\*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.

**COUNTY OF LOS ANGELES**  
**STATE OF CALIFORNIA**  
**AGREEMENT FOR**  
**THE VICTIM WITNESS ASSISTANCE PROGRAM**

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This **AGREEMENT** is made and entered into this 1st day of October, 2022, in the City of Los Angeles, California, by and between the **COUNTY OF LOS ANGELES**, a county and political subdivision of the State of California (hereinafter referred to as the **COUNTY**), and the **CITY OF LOS ANGELES**, a chartered municipality organized under the laws of the State of California (hereinafter referred to as the **CITY**), collectively referred to as the **PARTIES**;

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

**WHEREAS**, the State of California Governor's Office of Emergency Services (hereinafter referred to as **Cal OES**) has awarded the **COUNTY** funds through its Victim Witness Assistance (VW) Program in the amount of \$8,714,343 to provide Victim Witness services, of which \$6,535,757 will be utilized by the **COUNTY** and the remaining portion of \$2,178,586 will be allocated to the **CITY**, as a contract sub-grantee, for the performance period beginning October 1, 2022 and ending September 30, 2023; and

**WHEREAS**, VW program with Subaward number VW22 41 0190 is supported with federal and state funds. Federal funds are made possible through the United States Department of Justice (DOJ), Victims of Crime Act (VOCA), Victim Assistance Formula Grant Program 2020-V2-GX-0031 and 2022-(to be announced later) with

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

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

8 **WHEREAS**, the **CITY** desires to participate in such a program for the  
9 prosecution of misdemeanor cases within its jurisdictional boundaries and to provide  
10 program services at the Central Office of the City Attorney, Central Trials Branch,  
11 Harbor Branch, Metro Branch, North Valley Branch, Pacific Branch, Strength United  
12 Family Justice Center, Van Nuys Branch, and at the following Los Angeles Police  
13 Stations: 77th, Devonshire, Hollenbeck, Newton, Northeast, North Hollywood, Olympic,  
14 Pacific, Rampart, Southeast, Southwest, West Los Angeles, and Wilshire;

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

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

20 **1. SCOPE OF SERVICES:**

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

- 25 • Services to victims and witnesses of all types of crimes;
- 26 • Translation for non-English speaking victims and witnesses;



- Follow-up contact with victims and witnesses;
- Field visits whenever necessary to provide services;
- Encourage community involvement and volunteer participation;
- Special services specific to the needs of the hearing impaired;
- Special services specific to the needs of the disabled; and
- Services appropriate to the special needs of elderly victims.

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

A. **Mandatory Services:**

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

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

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

**2. TIME AND PERFORMANCE:**

Said services of the **CITY** are to, and the **CITY** certifies did, commence on October 1, 2022 and shall terminate on September 30, 2023. The **COUNTY** and the **CITY** can automatically renew this **AGREEMENT** in writing for a successive one-year period contingent upon the **COUNTY** receiving sufficient grant funds from **Cal OES**.

**3. COMPENSATION:**

In consideration of the services provided under this **AGREEMENT**, the **COUNTY** shall allocate to the **CITY**, as a contract sub-grantee, an amount not to exceed \$2,178,586 for the performance period beginning October 1, 2022 and ending September 30, 2023.

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

**4. ADMINISTRATION OF AGREEMENT:**

A. The District Attorney (**DA**) of the **COUNTY**, or his designated representative, is designated as the **COUNTY's** Project Director, who shall have full

1 authority to act for the **COUNTY** in the administration of this **AGREEMENT** consistent  
2 with the provisions contained herein.

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

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

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

14 All **PARTIES** agree to be bound by all applicable Federal, State and local laws,  
15 ordinances, regulations, and directives as they pertain to the performance of this  
16 **AGREEMENT**. All **PARTIES** agree to comply with the guidelines set forth in the Cal  
17 OES 2022 Subrecipient Handbook, which can be found at [https://www.caloes.ca.gov/  
18 cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications](https://www.caloes.ca.gov/cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications)  
19 and which is incorporated herein to this **AGREEMENT**.

20 **6. DISCRIMINATION:**

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

24 **7. ACCOUNTING:**

25 The **CITY** must establish and maintain on a current basis an adequate  
26 accounting system in accordance with the U.S. General Accounting Office Standards for

1 audit of governmental organizations, programs, activities and functions issued by the  
2 U.S. General Accounting Office.

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

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

9 **9. AUDIT PROVISIONS:**

10 The **CITY** shall comply with the Cal OES 2022 Recipient Handbook, Section  
11 8151.1 (b), in securing a financial audit. The **CITY** may budget up to one and a half  
12 percent (1.5%) of the total grant award for the financial audit cost. The **CITY** shall make  
13 available to the **COUNTY**, the Controller of the State of California, **Cal OES** and their  
14 authorized representatives for purposes of inspection and audit, any and all of its books,  
15 papers, documents, financial and other records pertaining to the operation of this  
16 **AGREEMENT**. The aforesaid records shall be available for inspection and audit during  
17 regular business hours throughout the term of this **AGREEMENT**, and for a period of  
18 seven (7) years after the expiration of the term of this **AGREEMENT**.

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

20 The **CITY** shall permit the **COUNTY**, and authorized representatives of **Cal OES**,  
21 to inspect and review its facilities and program operations intermittently upon request by  
22 the **COUNTY** and **Cal OES**. Said representatives may monitor the operations of this  
23 **AGREEMENT** to ensure compliance with all applicable laws and regulations. In the  
24 event that any such inspection reveals a violation of any provision of this **AGREEMENT**  
25 and the **CITY** fails to correct any such violation to the satisfaction of the **COUNTY** within

26 ///

1 a reasonable time, not to exceed ten (10) days, the **COUNTY** may unilaterally terminate  
2 this **AGREEMENT** by giving the **CITY** ten (10) days written notice of such termination.

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

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

9 **12. TERMINATION AND TERMINATION COSTS:**

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

22 **13. INDEPENDENT STATUS:**

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

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1 or construed to be the agent or employees of the other party for any purpose  
2 whatsoever.

3 **14. ASSIGNMENT:**

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

9 **15. HOLD HARMLESS:**

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

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

1 **16. MONITORING:**

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

5 **17. NOTICES:**

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

7 **SHAUN GIPSON**, Special Assistant  
8 District Attorney  
9 Bureau of Administrative Services  
County of Los Angeles  
211 West Temple Street, Suite 200  
Los Angeles, CA 90012-3205

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

11 **KATHLEEN KENESLY**, Executive Assistant City Attorney  
12 City of Los Angeles  
13 800 City Hall East  
200 North Main Street, 8<sup>th</sup> Floor  
14 Los Angeles, CA 90012-4133

15 **18. WAIVER:**

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

22 **19. ALTERATION OF TERMS:**

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



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


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

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

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

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

City of Los Angeles (**CITY**)

14  
15 By   
16 George Gascon, District Attorney

By \_\_\_\_\_  
Michael N. Feuer, City Attorney

17 Date: 8-25-22


Date: \_\_\_\_\_

18  
19 APPROVED AS TO FORM BY  
20 ACTING COUNTY COUNSEL:

APPROVED AS TO FORM BY  
CITY COUNSEL:

21 DAWYN R. HARRISON

MICHAEL N. FEUER

22  
23 By   
24 Elizabeth Pennington  
25 Deputy County Counsel

By \_\_\_\_\_  
Barak Vaughn  
Deputy City Attorney





## Grant Subaward Contact Information

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. **Grant Subaward Director:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR

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

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

2. **Financial Officer:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR

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

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

3. **Programmatic Point of Contact:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR

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

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

4. **Financial Point of Contact:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR

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

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

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

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

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

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

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

Name: MICHAEL N. FEUER Title: CITY ATTORNEY

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

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

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

Name: MICHAEL N. FEUER Title: CITY ATTORNEY

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

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



## Grant Subaward Signature Authorization

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES

Implementing Agency: ATTORNEY'S OFFICE

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

### Grant Subaward Director:

Printed Name: DEREK TENNELL

Signature: *Derek Tennell*

Date: \_\_\_\_\_

### Financial Officer:

Printed Name: MICHIKO REYES

Signature: *Michiko Reyes*

Date: \_\_\_\_\_

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

Signature: *Angela Moreno*

Printed Name: ANGELA MORENO

Signature: *[Signature]*

Printed Name: JOSE A. EGURBIDE

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

Signature: *Candy Pabalan*

Printed Name: CANDY L. PABALAN

Signature: *Kellie Tran*

Printed Name: KELLIE TRAN

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

### Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

**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), or
- 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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	VICTIM WITNESS ASSISTANCE (VW) PROGRAM	VW22 41 0190	10/01/2022 - 09/30/2023
2			
3			
4			
5			
6			

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 as directed by Cal OES including, but not limited to, the following areas:

### I. **Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (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 specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

### II. **Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

### III. **Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**Cal OES**

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

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

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.



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

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	
Official Designee's Typed Name:	MICHAEL N. FEUER
Official Designee's Title:	CITY ATTORNEY
Date Executed:	
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<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:	MATTHEW W. SZABO
Title:	CITY ADMINISTRATIVE OFFICER (CITY FINANCIAL OFFICER)
Date Executed:	



## Grant Subaward Certification of Assurance of Compliance

### Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

**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), or
- 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



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	VICTIM WITNESS ASSISTANCE (VW) PROGRAM	VW22 41 0190	10/01/2022 - 09/30/2023
2			
3			
4			
5			
6			

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 as directed by Cal OES including, but not limited to, the following areas:

### I. **Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (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 specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

### II. **Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

### III. **Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.





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

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

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

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	MICHAEL N. FEUER
Official Designee's Title:	CITY ATTORNEY
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<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:	MATTHEW W. SZABO
Title:	CITY ADMINISTRATIVE OFFICER (CITY FINANCIAL OFFICER)
Date Executed:	_____





## **Federal Fund Grant Subaward Assurances**

### Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

**The Official Designee (see SRH Section 3.030) 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 federal fund source is being added to the Grant Subaward, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Cal OES will notify Subrecipients when this is required.



## Federal Fund Grant Subaward Assurances Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	VICTIM WITNESS ASSISTANCE (VW) PROGRAM	VW22 41 0190	10/01/2022 - 09/30/2023
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

### 1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

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

### 2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

For more information and resources on the Part 200 Uniform Requirements as they relate, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

### **3. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### **4. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) 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 (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier 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.

### **5. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) 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.

**6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, that relate to nondiscrimination on the basis of sex in certain "educational programs."

**7. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are 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.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**8. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) 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 Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**9. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **10. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) 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>.

## **11. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ 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. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **12. 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 DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **13. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) 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, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

#### **14. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree 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 Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **15. Employment Eligibility Verification for Hiring under the Grant Subaward**

a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward 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) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).



## **16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, 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 Grant Subaward, 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 Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):
  - 1) Represent that they neither require, nor have 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) Certify that, if they learn, or are notified, that they have, or have been, requiring their 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, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.
- b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:
  - 1) Subrecipients represent that:
    - a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to 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



- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and
- 2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward 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, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **17. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) agree that they will adhere to the OJP Training Guiding Principle for Grantee and Subgrantees (available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>) for all training or training materials developed or delivered with these funds.

## **18. Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) 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.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward 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).

## **20. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), 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 Subrecipients (and any Second-Tier Subrecipients), 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.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) 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 (currently, \$250,000). 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>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) 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

(and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' 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>.

### **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (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 Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

### **24. Discrimination Findings**

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

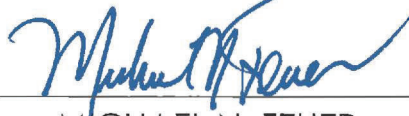
### **25. VOCA Requirements**

Subrecipients (and any Second-Tier Subrecipients) assure that they will 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.

**CERTIFICATION**

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_



Official Designee's Typed Name: MICHAEL N. FEUER

Official Designee's Title: CITY ATTORNEY

Date Executed: 06/27/2022



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW22 41 0190			
A. Personnel Costs - Line-item description and calculation		2020 VOCA	2022 VOCA	2022 VWA0	Total Amt. Allocated
<b>Grant Period: October 1, 2022 to September 30, 2023</b>					
<b>1 Administrative Coordinator IV (AC IV) @ 50%</b>					
12 months x 13,495.44 x 50% = 80,973					
Annual Salary 80,973		53,010	19,724	8,239	
Employee Benefits CAP 41 @ 43.580% 35,288		23,102	8,596	3,590	
Sub-Total <b>116,261</b>					116,261
<p>The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator III (AC III) and 18 Victim Service Coordinators (VSCs). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.</p>					
<b>1 Administrative Coordinator III (AC III) @ 95%</b>					
(50% @ Direct Victim Services)					
12 months x 9,146.31 x 95% = 104,268					
Annual Salary 104,268		68,260	25,399	10,609	
Employee Benefits CAP 41 @ 43.580% 45,440		29,748	11,069	4,623	
Sub-Total <b>149,708</b>					149,708
<p>The Administrative Coordinator II (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 18 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's CalVCB case records; assisting the Program Director with the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local, state and federal law enforcement and social service agencies; and analyzing existing and proposed legislation and proposing recommendations.</p>					
Personnel Costs Fund Source Totals - Page 1 of 2		174,120	64,788	27,061	265,969



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW22 41 0190			
A. Personnel Costs - Line-item description and calculation		2020 VOCA	2022 VOCA	2022 VWA0	Total Amt. Allocated
<b>18 Victim Service Coordinator (VSC) @ 100%</b>					
12 months x 5,864.69 x 100% = 1,266,773					
Annual Salary 1,266,773		829,304	308,578	128,891	
Employee Benefits CAP 41 @ 43.580% 552,060		361,411	134,478	56,171	
Sub-Total <b>1,818,833</b>					1,818,833
<p>The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen VSCs are located in LAPD Divisions, and five VSCs located in branches of City of Los Angeles Attorney's Office. All VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes) and to surviving family members of homicide victims. Program activities and services provided include: crisis intervention counseling, emergency assistance, follow-up counseling, resource referrals, criminal justice orientation and court support, criminal court case information, restitution and victim impact statement assistance, assistance in filing for the California Victims of Crime Compensation claims, recruit, train and supervise program volunteers, and program presentations.</p>					
<b>Total Salaries</b>					
<b>Total Employee Benefits CAP 41 @ * 43.58%</b>					
<b>Total Salaries and Employee Benefits</b>					
<div><div>1,452,014</div><div>632,788</div><div>\$2,084,802</div></div>					
<div><div><div><div>Employee Benefits (CAP 41) Breakdown</div><div><div>Retirement (Civilians)26.76%</div><div>Flex Benefits Program11.16%</div><div>Employee Assistance0.01%</div><div>Ordinance Life Insurance0.08%</div><div>Medicare1.27%</div><div>Union Sponsored Benefits0.03%</div><div>Unused Sick/Vacation Payout1.11%</div><div>Unemployment Claims0.00%</div><div>Worker's Compensation1.47%</div><div>Subtotal41.89%</div><div>Carry Forward, Positive1.69%</div><div>TOTAL43.58%</div></div></div></div></div>					
<div>*Approved CAP 41 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services</div>					
Personnel Costs Fund Source Totals - Page 2 of 2		1,190,715	443,056	185,062	1,818,833
Personnel Costs Fund Source Totals - from Page 1 to 2		1,364,835	507,844	212,123	2,084,802
PERSONNEL COSTS CATEGORY TOTAL					\$2,084,802



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW22 41 0190			
B. Operating Costs - Line-item description and calculation		2020 VOCA	2022 VOCA	2022 VWA0	Total Amt. Allocated
<b><u>INDIRECT COST (Approved CAP 41)</u></b>					
Related Cost - LA City Indirect Cost Rate					
Central Srvs Rate	12.60% x 1,452,014 = 182,953	119,772	44,566	18,615	
Dept. Admin & Suppc	4.34% x 1,452,014 = 63,018	41,255	15,351	6,412	
Total Related Cost	245,971				
Minus Adj. (To be paid by General fund)	(245,971)	(161,027)	(59,917)	(25,027)	
<b>Total Indirect Cost Charge to Grant</b>	<b>0</b>				0
<b><u>OTHERS</u></b>					
<b>Cellphone Services</b>	14,004	9,168	3,411	1,425	14,004
(Est. @ \$1,167.00/month x 12 months)					
1 AC IV @ \$60/month x 12 months x 50% FTE	360				
1 AC II @ \$60/month x 12 months x 95% FTE	684				
18 Advocates @ \$60/month x 12 months x 100%	12,960				
<b>Office Supplies</b>	3,003	1,963	734	306	3,003
(Est. @ \$250.25/month x 12 months)					
For daily office use					
<b>Office Supplies (Desktops, Laptops, Software &amp; I</b>	12,000	7,856	2,923	1,221	12,000
(Est. @ \$1,000.00/month x 12 months)					
2 HP-Desktops and 3 laptops with software					
<b>Printing Publications and Outreach</b>	1,000	655	243	102	1,000
(Est. @ \$83.33/month x 12 months)					
For program brochures, business cards, leaflets, mini-outreach cards					
<b>Victim Emergency Fund</b>	7,660	5,015	1,866	779	7,660
(Est. @ \$638.33/month x 12 months)					
Monetary emergency assistance for victims					
<b>Victim Witness Assistance Database Program</b>	49,500	32,406	12,058	5,036	49,500
(Est. @ \$4,125.00/month x 12 months)					
For hosting/maintenance costs					
<b>Total Others</b>	<b>101,171</b>				
Operating Costs Fund Source Totals - Page 1 of 3		57,063	21,235	8,869	87,167





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES				Grant Subaward #: VW22 41 0190			
B. Operating Costs - Line-item description and calculation				2020 VOCA	2022 VOCA	2022 VWA0	Total Amt. Allocated
<b><u>TRAVEL/TRAINING</u></b>							
<b>Entry-Level Victim Advocate Training (40-hr)</b>							
<b>San Francisco, CA (TBD, 2022)</b>							
Registration	trip	x	500.00 = 500				
Airfare	trip	x	0.00 = 0				
Lodging	nights	x	0.00 = 0				
Meals	days	x	0.00 = 0				
Misc. (Taxi, etc.)	trips	x	0.00 = 0				
			Per Person Cost 500				
			Number of Attendee(s) 4				
			Sub-Total <b>2,000</b>	1,309	488	203	2,000
<b>Self Care Training</b>							
<b>Virtual</b>							
Registration			81.00 = 81				
			Per Hour 81				
			Number of Hours 57				
			Sub-Total <b>4,617</b>	3,023	1,124	470	4,617
<b>Total Travel/Training 6,617</b>							





**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: CITY OF LOS ANGELES</b>	<b>Grant Subaward #: VW22 41 0190</b>			
<b>B. Operating Costs -</b> Line-item description and calculation	<b>2020 VOCA</b>	<b>2022 VOCA</b>	<b>2022 VWA0</b>	<b>Total Amt. Allocated</b>
Operating Costs Fund Source Totals - Page 3 of 3	4,332	1,612	673	6,617
Operating Costs Fund Source Totals - from Page 1 to 3	61,395	22,847	9,542	93,784
<b>OPERATING COSTS CATEGORY TOTAL</b>	<b>\$93,784</b>			



**Grant Subaward Budget Pages**  
Multiple Fund Sources

<b>Subrecipient: CITY OF LOS ANGELES</b>	<b>Grant Subaward #: VW22 41 0190</b>			
<b>C. Equipment Costs -</b> Line-item description and calculation	<b>2020 VOCA</b>	<b>2022 VOCA</b>	<b>2022 VWA0</b>	<b>Total Amt. Allocated</b>
None				
Equipment Costs Fund Source Totals - Page 1 of 1	0	0	0	0
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>				<b>\$0</b>

<b>Grant Subaward totals -</b> Totals must match the Grant Subaward Face Sheet	<b>2020 VOCA</b>	<b>2022 VOCA</b>	<b>2022 VWA0</b>	<b>Total Proj. Cost</b>
<b>Fund Source Totals</b>	<b>1,426,230</b>	<b>530,691</b>	<b>221,665</b>	<b>\$2,178,586</b>



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

### VICTIM ASSISTANCE PROGRAM (VAP)

#### **PROBLEM STATEMENT**

A problem statement is not required for VW22 41 0190.

#### **PLAN**

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

Through VW Program grant funds (October 1, 2022 – September 30, 2023), will provide assistance to individuals impacted by crime. The program will provide comprehensive services to victims and witnesses of the following crimes: victims of domestic violence, sexual assault, child abuse, robbery/assaults, surviving family members of homicide victims, drunk driving and hit & run victims, hate



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

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

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



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

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

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

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

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



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

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

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



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

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The City of Los Angeles does not discriminate on the basis of disability and complies with the Americans with Disabilities Act (ADA). Upon request, the City of Los Angeles will continue to provide reasonable accommodation to ensure equal access to its programs, services, and activities to individuals (victims and staff) with disabilities (including physical, vision, and/or hearing impaired).

Examples of accommodation may include use of written materials, sign language interpreters, assistive listening devices, or other auxiliary aids and/or services will be provided upon request. To ensure availability, requests are encouraged to be made at least three working days or 72 hours in advance of the event or meeting date.

### **Distribution of Funds:**

During (FY 2022-2023) grant funds will be used to pay for the salary and benefits of one (1) Administrative Coordinator IV, one (1) Administrative Coordinator III, eighteen (18) full-time victim service coordinator positions, and basic operational expenses such as office supplies, training and travel, emergency funds, victim/witness database (case management program), and indirect costs. The AC IV, AC III, and two (2) VW staff are assigned full-time to





## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

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the Central Office located at 221 North Figueroa Street, Suite #100, Los Angeles, CA 90012; and sixteen (16) VW staff are assigned to the Central Trials Branch, Metro Branch, North Valley Branch, Pacific Branch, Strength United Family Justice Center, Van Nuys Branch, and thirteen (13) centers directly located within Los Angeles Police Department Divisions (77<sup>th</sup>, Devonshire, Hollenbeck, Newton, Northeast, North Hollywood, Olympic, Pacific, Rampart, Southeast, Southwest, West LA, and Wilshire) to provide program services.

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

### **CAPABILITIES**

The City has 42 years of experience in providing comprehensive services to victims of all types of crimes in Los Angeles. City Attorney VW Program Coordinators are certified by the State of California and have the knowledge, skills, training and experiences in all areas of victim advocacy including: crisis intervention, court support, orientation to the criminal justice system and victims' rights, victim centered and trauma informed supportive care case management, and knowledge of governmental and community resources and



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW22 41 0190**

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

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

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

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

<b>Subrecipient:</b> CITY OF LOS ANGELES ATTORNEY'S OFFICE	<b>UEI #</b> WT4DW46STJ35	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b> VICTIM WITNESS ASSISTANCE (VW) PROGRAM [a.k.a. VICTIM ASSISTANCE PROGRAM (VAP)]		
<b>Performance Period:</b> 10/01/22	<b>to</b> 09/30/22	<b>Subaward Amount Requested:</b> \$ 2,178,586
<b>Type of Non-Federal Entity</b> (Check Applicable Box)	<input type="checkbox"/> State Govt <input checked="" type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, 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.

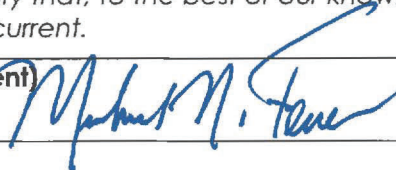
The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

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 grant
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 10,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	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:**

06/27/2022

**Print Name and Title:**

MICHAEL N. FEUER, CITY ATTORNEY

**Phone Number:**

(213) 978-8100

Cal OES Staff Only: SUBAWARD #



## Grant Subaward Service Area Information

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. County or Counties Served:  
LOS ANGELES

County where principal office is located: LOS ANGELES

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

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

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

State Assembly District where principal office is located: 51

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

State Senate District where principal office is located: 24

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

**HOLLYWOOD AREA LAPD (#16) - Mail Stop #406**  
(3) 215-5521 1358 Wilcox Ave. Main: (213) 507-3817  
Los Angeles, CA 90028  
**MELANIE QUINTERO (s)**

**MISSION AREA LAPD (#16) - Mail Stop #400-121**  
(3) 215-5048 11121 Sepulveda Blvd Main: (213) 563-7332  
Mission Hills, CA 91345  
**BIANCA MONTEON (s)**

**NEWTON AREA LAPD (#21) - Mail Stop #408**  
(3) 215-1913 3400 South Central Ave. Main: (213) 215-0983  
Los Angeles, CA 90011  
**JULIE BRIONES (s)**

**NO. HOLLYWOOD AREA LAPD (#23) - Mail Stop #409**  
(3) 215-5521 11640 Burbank Blvd. Main: (213) 215-2181  
North Hollywood, CA 91601  
**GABRIELA CASTILLO (s)**

**NORTHEAST AREA LAPD (#22) - Mail Stop #404**  
(3) 215-1913 3353 San Fernando Road Main: (323) 561-3412  
Los Angeles, CA 90065 (213) 215-5923  
**EDWAR HUIZA (s)**

**OLYMPIC AREA LAPD (#321) - Mail Stop #400-1130**  
(3) 563-7332 1130 South Vermont Ave. Main: (213) 382-6654  
Los Angeles, CA 90006  
**SEONG CHUNG (k)**

**PACIFIC AREA LAPD (#16) - Mail Stop #416**  
(3) 215-4779 12312 Culver Blvd. Main: (213) 215-0201  
Los Angeles, CA, 90066  
**MICHAEL HIDALGO (s)**

**RAMPART AREA LAPD (#16) - Mail Stop #410**  
(3) 215-5346 1401 W Sixth Street Main: (213) 215-2635  
Los Angeles, CA 90017  
**LYDIA CARRILLO (s)**

**METRO BRANCH OFFICE (#16) - Mail Stop #146**  
(3) 563-7333 1945 S Hill St., Main: (213) 248-9007

**SOUTHEAST LAPD (#16) - Mail Stop #406**  
145 W. 108th St.  
Los Angeles, CA 90061  
**CAROLINA ALVAREZ (s)**

**SOUTHWEST AREA LAPD (#16) - Mail Stop #406**  
1546 West Martin Luther King  
Los Angeles, CA 90062  
**KIA MUSGROVE (s)**

**TOPANGA AREA LAPD (#16) - Mail Stop #406**  
21501 Schoenborn St.  
Canoga Park, CA, 91304  
**IFUNANYA GWACHAM**

**VAN NUYS AREA LAPD (#16) - Mail Stop #406**  
6240 Sylmar Ave.  
Van Nuys, CA 91401  
**IFUNANYA GWACHAM**

**VAN NUYS AREA City Attorney's Office**  
6262 Van Nuys Blvd., #151  
Van Nuys, CA 91401  
**ESTHER NIELL (s)**

**WEST LOS ANGELES AREA LAPD (#16) - Mail Stop #406**  
1663 Butler Ave.  
Los Angeles, CA 90025  
**MICHAEL HIDALGO (s)**

**WEST VALLEY AREA LAPD (#16) - Mail Stop #406**  
19020 Vanowen St  
Reseda, CA 91335  
**CATALINA NUNEZ (s)**

**WILSHIRE AREA LAPD (#25) - Mail Stop #406**  
4861 Venice Blvd.  
Los Angeles, CA 90019  
**DORIS HERNANDEZ (s)**

**PACIFIC BRANCH OFFICE (#16) - Mail Stop #146**  
11701 S. La Cienega Blvd., #146  
Los Angeles, CA 90048  
**MICHAEL HIDALGO (s)**





## Operational Agreement Summary

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. UNIVERSITY COPORATION dba STRENGTH UNITED	06/27/2021	01/01/22 to 12/31/26
2. LOS ANGELES POLICE DEPARTMENT (LAPD)	02/10/2022	01/01/22 to 12/31/26
3. PEACE OVER VIOLENCE (POV)	12/21/2020	06/01/20 to 06/30/23
4. CENTER FOR PACIFIC ASIAN FAMILY, INC (CPAF)	01/19/2022	01/01/22 to 12/31/26
5. LOVED ONES VICTIMS SERVICES (LOVS)	01/04/2022	01/01/22 to 12/31/26
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



## **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 #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Victim Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds to victims from the Petty Cash Victim Fund will rest with the Grant Subaward Director and Financial Officer, or those identified on the Grant Subaward Signature Authorization Form (Cal OES Form 2-103),
- The identification and signature of the victim and the employee disbursing the fund, the date, the amount, and the reason for the request will be tracked,
- The amount of each disbursement will not exceed \$300,
- 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

05/20/2022

Date

MICHIKO REYES

Financial Officer Name

Michiko M Reyes

Financial Officer Signature

05/20/2022

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.



## Non-Competitive Procurement Request

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

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

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☐ NO ☐

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

<u>DEREK TENNELL</u>	<u>Derek Tennell</u>	<u>05/20/2022</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"/>

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Program Specialist Signature	_____ Date
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<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Unit Chief Signature	_____ Date
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## **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 #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Contractor/Consultant: N/A

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

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

Services Provided: \_\_\_\_\_

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

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

Attach the following:

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

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

DEREK TENNELL Derek Tennell 05/20/2022  
Grant Subaward Director Name Grant Subaward Director Signature Date

### Cal OES Approval

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



## **Out-of-State Travel Request**

### Information and Instructions

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

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

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



## Out-of-State Travel Request

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Traveler(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

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

Justification:

-----

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

DEREK TENNELL *Derek Tennell* 05/20/2022  
Grant Subaward Director Name Grant Subaward Director Signature Date

-----

### Cal OES Approval

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





## Out-of-State Travel Request Cost Worksheet

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

### ESTIMATED COSTS FOR ALL TRAVELERS

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

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

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

Parking: \_\_\_\_\_ = \$ 0

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL COST NOT TO EXCEED:** = \$ 0



## **Lodging Rate Exemption Request**

### Information and Instructions

Subrecipients unable to secure a rate consistent with the written travel policy (see Subrecipient Handbook Section 4.070) must request advance approval for reimbursement of a higher rate using this form.

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.



## Lodging Rate Exemption Request

Grant Subaward #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Traveler(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Lodging Name: \_\_\_\_\_ Nightly Room Rate: \_\_\_\_\_

Lodging Address (City, State, Zip Code: \_\_\_\_\_

☐

Emergency/short-notice travel

☐

Employee requires a reasonable accommodation

☐

No alternative lodging available

☐

Transportation cost to alternative lodging brings overall cost to an amount equal to or greater than requested lodging

☐

Other

Attach the following:

- Three lodging quotes
- Narrative justifying the reason checked above

**I hereby certify that the Subrecipient has made a good faith effort to obtain lodging at or below the General Services Administration lodging rates for the travel destination.**

DEREK TENNELL

Grant Subaward Director Name

Derek Tennell

Grant Subaward Director Signature

05/20/2022

Date

Cal OES Approval

☐

Approved

☐

Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

☐

Approved

☐

Denied

\_\_\_\_\_  
Unit Chief Signature

\_\_\_\_\_  
Date

**Office of the Los Angeles City Attorney  
Victim Assistance Program (VAP)  
Duty Statements  
Federal Fiscal Year 2022-23**

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

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

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

The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen of which are located in LAPD Divisions. All

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

Program activities and services provided include:

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



## 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 #: VW22 41 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

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

### I. Federal Grant Funds – SRH Sections 14.005

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

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

### II. Equal Employment Opportunity – SRH Section 2.025

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

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

EEO Officer: STEPHANIE YBARRA

Title: INTERIM HUMAN RESOURCES DIRECTOR

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

Telephone Number: (213) 978-7160

Email Address: STEPHANIE.YBARRA@LACITY.ORG

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

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

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

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

### **V. Lobbying – SRH Sections 2.040 and 4.105**

Grant Subaward funds, property, and funded positions must not be used for any lobbying activities. This includes, but is not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

### **VI. Debarment and Suspension – SRH Section 2.045**

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

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

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

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient and the Official Designee. The State of California and Cal OES disclaim responsibility of

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

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

#### **VIII. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

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

##### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and Subawards ("Subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to

the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

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

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

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

identifier required for SAM registration.

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

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

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

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

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

## 7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

## 8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or



contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt

and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal



award]], and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. VOCA Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or - Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28

C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28

C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi->

bin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this Grant Subaward), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

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

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the fund.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>			
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>			
<p>Official Designee's Signature: _____</p>			
<p>Official Designee's Typed Name: <u>MICHAEL N. FEUER</u></p>			
<p>Official Designee's Title: <u>CITY ATTORNEY</u></p>			
<p>Date Executed: _____</p>			
<p>Federal Employer ID #: <u>95-6000735</u>      Federal DUNS #: <u>156092066</u></p>			
<p>Current System for Award Management (SAM) Expiration Date: <u>AUGUST 6, 2021</u></p>			
<p>Executed in the City/County of: <u>LOS ANGELES</u></p>			
<b>AUTHORIZED BY:</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> City Financial Officer   <input type="checkbox"/> City Manager   <input type="checkbox"/> Governing Board Chair                         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> County Financial Officer   <input type="checkbox"/> County Manager                         </td> </tr> </table>		<input checked="" type="checkbox"/> City Financial Officer  <input type="checkbox"/> City Manager  <input type="checkbox"/> Governing Board Chair	<input type="checkbox"/> County Financial Officer  <input type="checkbox"/> County Manager
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<p>Signature: _____</p>			
<p>Typed Name: <u>MATT SZABO</u></p>			
<p>Title: <u>CITY ADMINISTRATIVE OFFICER (CITY FINANCIAL OFFICER)</u></p>			