


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0150-03892-0092

Date: March 21, 2023

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: *for* Matthew W. Szabo, City Administrative Officer Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA VICTIM COMPENSATION BOARD, JOINT POWERS OF VERIFICATION UNIT (JPVU) GRANT SUB-AWARD – SECOND YEAR FUNDING**

Attached is the Grant Acceptance Packet (Packet) for the California Victim Compensation and Government Claims Board, Joint Powers of Verification Unit (JPVU) grant sub-award in the amount of \$776,407 from the State Victim Compensation Claims Board (CalVCB) and the County of Los Angeles for the performance period of July 1, 2022 through June 30, 2023. This represents the second year of a three-year funding cycle that extends from July 1, 2021 through June 30, 2024.

The JPVU program assists victims of crimes with obtaining restitution for financial losses directly resulting from certain violent crimes. The total grant funding of \$776,407 will provide \$571,887 for salary costs for nine positions, as follows: one City Attorney Administrative Coordinator IV, one City Attorney Administrative Coordinator II, one Legal Clerk I, and six Witness Service Coordinators. The balance of grant funding will provide \$201,740 for related costs, \$1,560 for travel and training expenses, \$500 for equipment rental, and \$720 for telephone costs. There is no impact on the General Fund as the grant will cover the entire program cost. There is no match required for this grant.

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

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

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

MWS:EFR:CN:04230066
Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: August 1, 2022	
Grant Award Title: Fiscal Year 2022-23 Joint Powers of Verification Unit		Grant Amount: \$776,407 Prior Grant Award(s): \$772,076	
Awarding Agency: California Victim Compensation Board			
Grant Agreement Number/Reference: VC-8048/C.F. 18-0529-S1		Performance Start Date: July 1, 2022	Performance End Date: June 30, 2023
Purpose: The Office of the City Attorney requests authority to accept a grant sub-award of \$776,407 from the California State Victim Compensation Board (CalVCB) and the County of Los Angeles for the Joint Powers of Verification Unit (JPVU), FY2022-23, with a performance period of July 1, 2022 through June 30, 2023. Funding will support the City's JPVU operations to provide claims verification and reimbursement for victims of certain violent crimes. The total program cost is \$920,773 and consists of \$776,407 in grant funds and \$144,366 in related costs not covered by the grant. These funds are included in the City Attorney's 2022-23 Adopted Budget. There is no match required for this grant. This is the second year of a three-year funding cycle that extends from July 1, 2021 through June 30, 2024.			

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

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney requests approval to accept the FY2022-23 California State Victim Compensation Board (CalVCB) and County of Los Angeles grant sub-award of \$776,407 to support the Joint Powers of Verification Unit (JPVU) for a grant performance period of July 1, 2022 through June 30, 2023. There is no match requirement for this grant. This is the second year of a three-year funding cycle that extends from July 1, 2021 through June 30, 2024.

Under the State of California Government Code Section 13950, restitution may be provided to State residents who are victims of crimes from certain violent criminal acts. Under this provision, these victims of crimes may be eligible to receive monetary compensation for unreimbursed losses directly resulting from those crimes. The City's JPVU is responsible for the expedited verification and reimbursement of such claims filed by these victims of crimes within the City. In 2021-22, the JPVU processed 1,164 new claims and 4,012 bills related to medical and mental health expenses, loss of support, wage loss, funeral and burial costs, and relocation expenses. The value of FY 2021-22 claims processed exceeds \$1.45 million.

(Continued on Page 3)

11. Recommendations

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

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


1. Authorize the City Attorney, or designee, to accept and execute the grant award agreement in the amount of \$776,407 for continued funding in support of the Joint Powers of Verification Unit from July 1, 2022 to June 30, 2023;
2. Accept funding in the amount of \$776,407 from the California State Victim Compensation Board (CalVCB) and the County of Los Angeles;
3. Authorize the Controller to:
 - a. Establish a receivable from the CalVCB and the County of Los Angeles in the amount of \$776,407;
 - b. Establish within Fund 368, Department 12:
Account 12W511 - FY 22-23 Joint Powers Verification Unit in the amount of \$776,407;
 - c. Transfer \$571,887 from Fund 368, Department 12, Account 12W511 to Fund 100, Department 12, Account 001010, Salaries, General for grant-related salary expenses;
 - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$201,740 from Fund 368, Department 12, Account 12W511 to Fund 100, Department 12, Account 5346, Related Cost Reimbursements - Grant Funds for grant-related indirect costs; and,
4. Authorize the City Attorney, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

12. Fiscal Impact Statement

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

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

Doc. ID 04230066

Claire Su Kyung No	Edward F. Roes		03/20/2023
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

The total cost of the program is \$920,773, of which \$776,407 is reimbursable to the City as follows: \$571,887 in salaries, \$201,740 in related costs, \$1,560 for travel and training expenses, \$500 for equipment rental, and \$720 for telephone costs. Reimbursement will be provided by the County of Los Angeles on a monthly basis. The grant award will finance nine positions as follows: one City Attorney Administrative Coordinator IV, one City Attorney Administrative Coordinator II, one Legal Clerk I, and six Witness Service Coordinators. The total related cost of \$346,106 includes \$249,228 for fringe benefits, \$24,820 for central services, and \$72,058 for departmental administration and support. The grant will cover \$201,740 for the fringe benefits costs while the remaining \$144,366 in related costs are included in the City Attorney's 2022-23 Adopted Budget. There is no additional impact to the General Fund.

Doc. No. 04230066



MICHAEL N. FEUER
City Attorney

MEMORANDUM

<p>To: The Honorable Eric Garcetti Mayor of Los Angeles City Hall Los Angeles, CA 90012 Attention: Heleen Ramirez</p>	<p>Honorable Members of City Council City of Los Angeles City Hall Los Angeles, CA 90012 Attention: Patrice Lattimore</p>
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From: Janette Flintoft, Director of Grants Operations 

Date: October 31, 2022

Re: FY 2022/23 Joint Powers of Verification Unit Continuation Funding - Year 2/3
CF# 18-0529-S1

Transmitted herewith for Mayor and City Council consideration is FY 2022/23 continuation funding totaling \$776,407 for year two of a three year grant term. Funding will maintain the Joint Powers of Verification Unit's (JPVU) operations to provide claims verification for crime victims for the period 7/1/2022 through 6/30/2023.

JPVU enhances the City's existing services by allowing the program to expedite the "Victims of Crime Compensation Claims" verification and reimbursement process for victims who are entitled to financial assistance. The JPVU grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under this code, certain victims of crime may receive payment for unreimbursed losses directly resulting from a crime.

During FY 2021-2022 (July 1, 2021 through June 30, 2022), JPVU processed 1,164 new claims and 4,012 bills related to medical/mental health expenses, loss of support, wage loss, funeral/burial and/or moving/relocation expenses for ongoing claims previously processed. The value of FY 2021-22 claims processed exceeds \$1.45 million.



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 10/31/2022

Grant Information				
Name of Grantor:		Pass Through Agency:		
LA County				
Grant Program Title:		Notification of Award Date:		
2022-23 Joint Powers Verification Unit		08/01/2022		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
Federal	Non-Competitive/Formula		CFDA#: 18-0529-S1	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	None	Amount:	\$0.00	%Match 0
Match Type:	N/A	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$776,407.00	\$0.00		\$776,407.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
ACIV	\$1,619.00	\$0.00		Program Director
ACII	\$107,667.00	\$0.00		Supervisor
Witness Service Coordinator	\$420,611.00	\$0.00		Verifiers
Legal Clerk	\$41,990.00	\$0.00		Support staff
Fringe Benefits	\$201,740.00	\$0.00		CAP41
Materials/Supplies				
Equipment Rental	\$500.00	\$0.00		Konica
Telephone	\$720.00	\$0.00		Cell phone
Training	\$1,560.00	\$0.00		Self Care Training
Total	\$776,407.00	\$0.00		

Approved Project	
Descriptive Title of Funded Project: Joint Powers Verification Unit (JPVU), FY 2022-2023	
Performance Period Start/End Dates (Month/Day/Year):	
Start: 07/01/2022	End: 06/30/2023
Citywide:	
Affected Council District(s): all	
Affected Congressional District(s): all	
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.

JPVU enhances the City's existing services by allowing the program to expedite the Victims of Crime Compensation Claims verification and reimbursement process for victims who are entitled to financial assistance. The JPVU grant is funded through the State Victim Compensation and Government Claims Board. Government Code Section 13959 states that it is in the public interest to assist residents of the State of California in obtaining restitution for the pecuniary losses they suffer as a direct result of criminal acts. Under this code, certain victims of crime may receive payment for unreimbursed losses directly resulting from a crime.

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).

AUTHORIZE the City Attorney or designee to accept and execute the grant award agreement in the amount of \$776,407 for continuation funding in support of the Joint Powers of Verification Unit from July 1, 2022 to June 30, 2023. ACCEPT the funding in the amount of \$776,407 from the State Victim Compensation and Government Claims Board and the County of Los Angeles. AUTHORIZE the Controller to: a. Establish a receivable for this program by \$776,407 from the State Victim Compensation and Government Claims Board and the County of Los Angeles b. Establish within Fund No. 368/12 the following appropriation account, No. 12W511 - FY 22-23 Joint Powers Verification Unit, in the amount of \$776,407. c. Authorize the Controller to transfer \$571,887 from Fund 368/12, Account 12W511 to Fund 100/12, 001010, Salaries General for grant related salary expenses d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$201,740 from Fund 368/12, Account 12W511 to Fund 100/12, Revenue Source 5346 Related Cost Reimbursement - grant funds for grant related indirect costs. 4. AUTHORIZE the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and 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 program cost of the FY 22-23 Joint Powers Verification program is \$920,773 of which \$776,407 will be reimbursed by the State of California, State Victim Compensation and Government Claims Board. The City's General Fund contribution is \$144,366 for fringe benefits and indirect cost (Central Service and Department Administration) not reimbursed from the grant. These costs are associated with existing staff positions and are included in the adopted FY 22-23 budget.

Acceptance Packet

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

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

Department Head Name: Terrence Flattoff Department Head Signature: [Signature] Date: 10/1/22

For CAO Use Only

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

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

Comments:

CAO Grants Oversight Unit Signature: _____ Date: _____

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

Grant Name:		Additional Costs**			Department:	
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments
Salaries						
1010 Salaries General						
1020 Salaries Grant Reimbursed		571,887			\$ 571,887	
1070 Salaries As Needed						
1090 Overtime						
Salaries Total:						
Related Costs*						
	CAP Rate					
Fringe Benefits	43.58%	201,740	47,488		\$ 249,228	
Department Administration	12.60%		72,058		\$ 72,058	
Central Services	4.34%		24,820		\$ 24,820	
Related Costs Total:		\$ 773,627	\$144,366		\$917,993	
Expense						
2120 Printing & Binding						
2130 Travel/ Training		1,560			\$ 1,560	
3040 Contractual Services						
3310 Transportation						
4160 Governmental Meetings						
6010 Office Supplies						
6020 Operating Supplies						
7300 Equipment		500			\$ 500	
Cell phones		720			\$ 720	
					\$ -	
Expenses Total:		\$2,780	\$0		\$2,780	
Grand Total:		\$ 776,407	\$144,366	\$0	\$920,773	
*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.)						

**Grant Award Notification and Acceptance
Detail of Positions Salary Costs for Grant**

Department:					Other Funding Sources							
Project Name:					City				Non-City			
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**				Comments
				No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Admin. Coord. IV	1		1	0.01	1,619							
Admin. Coord. II	1		1	1	107,667							
Wit. Svc. Coord.	1		1	1	76,525							
Wit. Svc. Coord.	1		1	1	76,562							
Wit. Svc. Coord.	1		1	1	71,000							
Wit. Svc. Coord.	1		1	1	73,290							
Wit. Svc. Coord.	1		1	1	61,617							
Wit. Svc. Coord.	1		1	1	61,617							
Legal Clerk I	1		1	1	41,990							
Total:	9		9	8.01	571,887							
<p>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.</p> <p>*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.</p> <p>**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.</p>												