


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0011

Date: June 29, 2023

To: The Mayor
The Council

Attn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: *for* Matthew W. Szabo, City Administrative Officer 

Subject: **PHASE II E-CIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE FISCAL YEAR 2023 LOS ANGELES COUNTY VICTIM SERVICES (XC) PROGRAM GRANT AWARD**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$1,346,620 from the California Governor's Office of Emergency Services (Cal OES) for the period from January 1, 2023 through December 31, 2023 for the Fiscal Year (FY) 2023 Los Angeles County Victim Services (XC) Program. There is no match requirement for this grant.

The total cost of the Victim Services Program is \$1,428,900, of which \$1,343,620 will be reimbursed to the General Fund by the County of Los Angeles as follows: salaries (\$503,422); fringe benefits (\$219,391); subrecipient agencies (\$606,000); and, operating expenses (\$14,807). The grant funding will provide ongoing support for one City Attorney Administrative Coordinator I, partial funding for one City Attorney Administrative Coordinator III, and partial funding for one City Attorney Administrative Coordinator IV. The grant award will also support five full-time Witness Service Coordinators.

The remaining program cost of \$85,280 in related costs not covered by the grant will be offset by the Department's salary savings. No additional position authorities are requested at this time

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

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

Should you have any questions regarding the Packet, please contact Ed Roes at (213) 978-7623.

MWS:EFR:04230164

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: January 1, 2023	
Grant Award Title: Fiscal Year 2023 County Victim Services (XC) Program		Grant Amount: \$1,343,620 Prior Grant Award(s): \$1,368,343	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: C.F. 16-1189	Performance Start Date: January 1, 2023	Performance End Date: December 31, 2023	
<p>Purpose: The Office of the City Attorney requests approval to accept the grant award of \$1,343,620 from the California Governor's Office of Emergency Services (Cal OES) for the Fiscal Year 2023 Los Angeles County Victim Services (XC) Program for a grant performance period of January 1, 2023 through December 31, 2023. The awarded funds will provide continued support to the XC Program, which addresses service gaps and needs in select victim populations within the City of Los Angeles. The total program cost of \$1,428,900 consists of \$1,343,620 in grant funds and \$85,280 in related costs not covered by the grant. The City Attorney's Office plans to offset the cost through salary savings. There is no match requirement for this grant.</p>			

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

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney requests approval to accept the Fiscal Year 2023 (FY23) Los Angeles County XC Program Grant in the amount of \$1,343,620 from the Cal OES for a grant performance period of January 1, 2023 through December 31, 2023. Funding for the XC Program Grant is provided through the federal Victims of Crime Act funds, with the Cal OES serving as the pass-through agency. Grant funding will be utilized in support of the Los Angeles County XC Program. The XC Program began in 2016 to help address gaps in victim services as identified by the Victim Services Steering Committee, which is composed of local stakeholders.

Grant funding will continue support of the XC Program, which has assisted 20,342 new and continuing crime victims since its inception. Staff has provided 18,966 assists with filing for the California Victim Compensation Board applications (of which 6,115 applications were filed); 17,429 referrals for information; 1,615 personal advocacy and accompaniment services; 5,168 emotional support or safety services; 2,875 referrals and assistance to shelter and housing services; and, 3,398 criminal justice system assistance services.

(Continued on Page 3)

11. Recommendations

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

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

1. Authorize the City Attorney, or designee, to accept the grant award in the amount of \$1,343,620 for the Fiscal Year 2023 Los Angeles County Victim Services Program Grant from the California Governor's Office of Emergency Services for a grant performance period of January 1, 2023 through December 31, 2023, and execute said grant award on behalf of the City, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney, or designee, to execute vendor agreements between the City Attorney's Office and the following service providers: the Children's Institute, Inc., Journey Out and Peace Over Violence;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368 in the amount of \$1,343,620 from the California Governor's Office of Emergency Services;
 - b. Establish a new appropriation account within Fund No. 368 as follows:
Account 12W321 – Victim Assistance XC Program FY 2023 - \$1,343,620;
 - c. Transfer \$503,422 from Fund No. 368, Department No. 12, Account No. 12W321 to Fund No. 100, Department No. 12, Account No. 001010 – Salaries, General;
 - d. Upon receipt of grant funds, transfer up to \$219,391 from Fund No. 368, Department No. 12, Account No. 12W321 to Fund No. 100, Department No. 12, Revenue Source Code 5346 – Related Cost Reimbursements from Grants; and,

(Continued on Page 4)

12. Fiscal Impact Statement

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

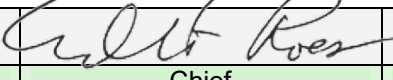

☐ **No** This Office finds that the Grant does not comply with City financial policies as follows (see below):

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

The total cost of the Victim Services Program is \$1,428,900, and consists of \$1,343,620 in grant funds and \$85,280 in related costs not covered by the grant. The Department will absorb the cost of \$85,280 through salary savings. Therefore, there is no additional impact to the General Fund. The recommendations in this report complies with the City's Financial Policies in that grant funding will be used solely for grant-eligible expenditures to the extent possible. Program costs beyond the grant performance period will be subject to the availability of on-going revenues. The City's Financial Policies require that the City pursue federal, state and private grants, but strictly limit financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report comply with City Financial Policies in that the proposed funding is balanced against established revenue approved by Council actions and from Federal and State grant receipts. All funding is subject to the availability of grant funds and determinations by Mayor and Council.

Doc. 04230164

Edward F. Roes			06/28/2023
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

The total cost of the Victim Services Program is \$1,428,000, of which \$1,343,620 will be reimbursed to the General Fund by the County of Los Angeles as follows: salaries (\$503,422); fringe benefits (\$219,391); subrecipient agencies (\$606,000); and, operating expenses (\$14,807). Grant funding will fully support one City Attorney Administrative Coordinator II position, and partially fund one City Attorney Administrative Coordinator III, and one City Attorney Administrative Coordinator IV. The grant award will also fund five full-time Witness Service Coordinators. No additional position authorities are requested. There is no match requirement for this grant.

The remaining \$85,280 is for related costs and is not funded by the grant. The Department plans to offset this cost through salary savings. Therefore, there is no General Fund impact.

Subrecipient agencies provide enhanced, direct services to underserved victim populations and consist of community victim services agencies, City departments, and stakeholders who collaborate to identify and close gaps in City-provided victim assistance services. Partnering agencies include the Children's Institute, Journey Out, Peace Over Violence, the City of Los Angeles Department of Aging, and the Los Angeles Police Department. Each agency will be responsible for providing monthly reports to the City Attorney's office to ensure program objectives are met.

11. Recommendations (Continued from Page 2)

4. Authorize the City Clerk to place the following action relative to the FY 2023 Los Angeles County XC Program Grant on the City Council agenda on July 1, 2023 or the first meeting day thereafter:

a. "That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$157,758 from Fund No. 368, Department No. 12, Account No. 12W321 – Victim Assistance XC Program FY 2023 to Fund No. 100, Department No. 12, Account No. 001010 – Salaries, General.”;

5. 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.