

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0010

Date: August 04, 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 *Yolanda Chavez*Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA OFFICE OF EMERGENCY SERVICES 2022-23 VICTIM ASSISTANCE PROGRAM (VAP) SUB-AWARD THROUGH THE COUNTY OF LOS ANGELES**

Attached is the Grant Acceptance Packet (Packet) for the 43rd year of the Victim Assistance Program sub-award funding in the amount of \$2,178,586 received by the City Attorney's Office. This funding continues the program for a 12-month performance period from October 1, 2022 through September 30, 2023. There is no match required for this grant.

The grant finances victim advocates and administrative support staff to serve victims of crime, including emergency support, crisis intervention, resource and referral assistance, support through the court process, restitution assistance, and procurement of financial assistance for crime-related costs. The grant funds of \$2,178,586 will provide \$1,452,014 for salaries, \$632,788 for related costs, and \$93,784 for administrative and operational expenses. The grant will partially support one City Attorney Administrative Coordinator IV, and fully supports one City Attorney Administrative Coordinator III, and 18 Witness Service Coordinators.

The total program cost is \$2,424,557 of which \$2,178,586 will be provided by the grant. Funding for the remaining program cost of \$245,971 for related costs are included in the City Attorney 22-23 Adopted Budget.

As a participant in the Grants Pilot Program, this department 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, 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 Project Cost Breakdown and Copy of Grant Agreement

If you have any questions concerning the Grant Acceptance Packet, please contact Ed Roes at (213) 978-7623.

MWS:EFR::04230162

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

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Recipient City Department: The Office of the City Attorney		Award Notification Date: October 1, 2022	
Grant Award Title: Victim Assistance Program		Grant Amount: \$2,178,586 Prior Grant Award(s): \$2,178,586	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: VW22 41 0190/C.F. 23-0310	Performance Start Date: October 1, 2022	Performance End Date: September 30, 2023	
<p>Purpose: The Office of the City Attorney requests authority to accept the grant sub-award of \$2,178,586 from the County of Los Angeles for the 2022-23 Victim Assistance Program (VAP). Grant funds will provide continued support for victim services from October 1, 2022 through September 30, 2023. Of this amount, \$1,452,014 will fund direct salary costs, \$632,788 will fund related costs, and \$93,784 will fund operational expenses.</p> <p>The total program cost for the 2022-23 VAP is \$2,424,557 and consists of grant funding of \$2,178,586 and \$245,971 in related costs (based on CAP 41) not covered by the grant, but provided through the City Attorney 22-23 Adopted Budget. There is no match requirement for this grant.</p>			

Checklist for Grant Acceptance:		Yes	No	N/A	Comments
1. Authority for Grant Acceptance					
	• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review					
	• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
	• Additional Funds requested		X		() Submit to CAO for review
3. Charter Section 1022 Determination					
	• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts					
	• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
	• Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/>			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities					
	• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations					
	• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up					
	• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification					
	• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis					
	• 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 \$2,178,586 in grant funding for the 2022-23 Victim Assistance Program (VAP). This will be the 43rd year of the VAP. The California Office of Emergency Services, which serves as the pass-through agency for the federal Victims of Crime Act funds, awarded the County of Los Angeles (County) an amount of \$6,535,757. Through a sub-recipient agreement between the County and the City of Los Angeles (City), the City will receive \$2,178,586, or about 33 percent of the available funds, for a grant period of October 1, 2022 through September 30, 2023.

The sub-award of \$2,178,586 will support the City Attorney's Victim Assistance Program in providing victims of crimes emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, support in navigating through the criminal court process, and help in securing financial aid for crime-related costs, including medical counseling, funeral expenses, and relocation costs. For the prior grant cycle beginning October 2021 through September 2022, the VAP staff served a total 10,033 new and continuing crime victims. Staff assisted 8,670 individuals with filing applications for the California Victim Compensation Board; counseled 2,492 through crisis; supported 818 through the criminal justice system; referred 5,669 to additional resources; and made presentations to other public and law enforcement agencies. Victim services will be provided in the following locations: the Central Trials, Metro, North Valley, Pacific and Van Nuys Branches, Strength United Family Justice Center, Central Office of the City Attorney, and Los Angeles Police Department Area Divisions consisting of Devonshire, Southeast, Southwest, Hollenbeck, Newton, 77th Street, North Hollywood, Northeast, Olympic, Pacific, Rampart, West LA, and Wilshire.

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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 grant funding in the amount of \$2,178,586 from the County of Los Angeles, and accept and execute the grant agreement between the County of Los Angeles and the City Attorney's Office, subject to the approval of the City Attorney as to form;
2. Authorize the Controller to:
 - a. Establish within Fund 368 a receivable for this program in the amount of \$2,178,586 from the County of Los Angeles;
 - b. Establish within Fund 368 a new appropriation account 12Y311 - Victim Assistance Program, in the amount of \$2,178,586;
 - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$1,100,133 from Fund 368, Department 12, Account 12Y311 - Victim Assistance Program FY22/23 to Fund 100, Department 12, Revenue Source Code 5427, Reimbursement from Grants, for salary expenses of the fifteen (15) grant reimbursed regular authorities;
 - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$632,788 from Fund 368, Department 12, Account 12Y311 - Victim Assistance Program FY22/23 to Fund 100, Department 12, Revenue Source Code 5346, Related Cost Reimbursement – Grants, for indirect costs;
 - e. Upon receipt of grant funds and approval of grant expenses, transfer up to \$87,970 from Fund 368, Department 12, Account 12Y311 – Victim Assistance Program FY22/23 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the five (5) resolution authorities;
 - f. Upon receipt of grant funds and approval of grant expenses, transfer up to \$263,911 from Fund 368, Department 12, Account 12Y311 – Victim Assistance Program FY22/23 to Fund 100, Department 12, Revenue Source 5427 – Reimbursement from Grants for Fiscal Year 2022/23 City Attorney salary expenses of the five (5) resolution authorities; and,

(Continued on Page 3)

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):

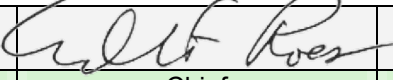

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

The total cost of the 2022-23 Victim Assistance Program is \$2,424,557 of which \$2,178,586 will be reimbursed by the grant. No additional General Fund appropriation is requested at this time. The balance of funds not supported by the grant (\$245,971) are included in the City Attorney 22-23 Adopted Budget. There is no match requirement. The recommendations in this report are in compliance with the City's Financial Policies in that grant revenue is available to fully support the cost of this program. No additional General Fund appropriation is requested at this time.

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. No. 04230162

Edward F. Roes			08/04/2023
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

Total grant funds in the amount of \$2,178,586 will support salaries (\$1,452,014), related costs (\$632,788), and other expenses (\$93,784) comprised of the following: \$1,000 for printing, \$6,617 for travel and training, \$49,500 for contractual services, \$14,004 for operating supplies, \$3,003 for office supplies, \$12,000 for equipment, and \$7,660 for contingency expenses. Funding provided for staffing and related costs will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator III and 18 Witness Service Coordinators. The total program cost is \$2,424,557. The remaining program cost of \$245,971 for related costs are included in the City Attorney 22-23 Adopted Budget. There is no match required for this grant.

11. Recommendations (Continued from Page 2)

3. 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.