

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02141-0000

Date: September 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: 
Matthew W. Szabo, City Administrative OfficerSubject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE COMMUNITY-BASED VIOLENCE INTERVENTION AND PREVENTION INITIATIVE (CVIPI) PROGRAM – OFFICE OF JUSTICE PROGRAMS - FY 2022 GRANT AWARD**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$2 million from the U.S. Department of Justice, Office of Justice Programs (OJP) Fiscal Year 2022 Community-Based Violence Intervention and Prevention Initiative FY2022 (CVIPI) Grant award for the performance period from October 1, 2022 through September 30, 2025. This represents the first year of a three-year funding cycle from October 1, 2022 through September 30, 2023. There is no match requirement for this grant.

The FY2022 CVIPI Grant award will enable the City Attorney's Office to enhance and expand upon existing community-led violence intervention activities in partnership with law enforcement, schools, community residents, victim service providers, community-based organizations, and researchers, to prevent and reduce crime in the Southeast region of Los Angeles. The grant will provide staffing support for a new resolution position authority for one Administrative Coordinator I to serve as the Program Manager (\$285,986 salary + \$173,079 related costs = \$201,675). Although the Administrative Coordinator position was initially requested at a II level, it should be noted, all new positions are authorized at the entry I level and subject to allocation by the Civil Service Commission and pay grade determination by the City Administrative Officer's (CAO) Employee Relations Division.

The balance of the grant funding will provide \$1,491,562 for contractual services, \$19,148 for supplies, and \$30,225 for travel and training costs. The total program cost for the first year of the three-year performance period is \$526,782 and is fully covered by the grant. Grant funds will provide reimbursement to the General Fund for the Administrative Coordinator I position currently front funded through salary savings.

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, and prepared a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

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

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

MWS:EFR:04240019

Attachments

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: September 30, 2022	
Grant Award Title: Community-Based Violence Intervention and Prevention Initiative (CVIPI) - FY 2022 Grant Award		Grant Amount: \$2,000,000 (New) Prior Grant Award(s): N/A	
Awarding Agency: U.S. Department of Justice, Office of Justice Programs (OJP)			
Grant Agreement Number/Reference: 15PBJA-22-GG-04719-CVIP; C.F. 23-0161	Performance Start Date: October 1, 2022	Performance End Date: September 30, 2025	
<p>Purpose: The Office of the City Attorney requests authority to accept a grant award of \$2,000,000 from the U.S. Department of Justice, Office of Justice Programs (OJP) for the performance period from October 1, 2022 through September 30, 2025, for the Community-Based Intervention and Prevention Initiative Program (CVIPI). This represents the first year of a three-year funding cycle from October 1, 2022 through September 30, 2023. The grant award will aim to prevent and reduce violent crime in Los Angeles by supporting comprehensive, evidence-based violence intervention and prevention programs, including efforts to address gun violence, based on partnerships among community residents, victim service providers, community-based organizations, law enforcement, and researchers. The total program cost for the first year program period is \$526,782 and is fully covered by the grant. 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				

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

<input checked="" type="checkbox"/> Department has submitted Fiscal Impact Statement	X			<input type="checkbox"/> Submit to CAO for review and Determination
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10. Grant Award Summary

The Office of the City Attorney requests authority to accept \$2,000,000 in grant funding from the U.S. Department of Justice, OJP for the CVIPI Program for a three-year grant performance period from October 1, 2022 through September 30, 2025. There is no match required for this grant.

The CVIPI will enable the City Attorney's Office to enhance and expand existing community-led violence intervention partnerships with law enforcement, schools, community residents, victim service providers, community-based organizations, and researchers to prevent and reduce crime in the Southeast region of Los Angeles. The CVIPI will consist of a planning phase to conduct a community assessment on how best to stem the tide of violence and an implementation to provide informed, community-driven direct services intended to address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence.

The total grant funds of \$2,000,000 is fully reimbursable by the grant to the City to provide full funding of \$285,986 for salary costs, \$173,079 for related costs, \$1,491,562 for contractual services, \$19,148 for operating supplies, and \$30,225 for travel and training expenses. There is no match required for this grant.

(Grant Award Summary continued on Page 5)

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:
 - a. Approve the accompanying grant award between the City and the U.S. Department of Justice, Office of Justice Programs (OJP), and execute the grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality;
 - b. Accept the grant award in the amount of \$2,000,000 for the Community-Based Violence Intervention and Prevention Initiative (CVIPI) Program, for the performance period from October 1, 2022 through September 30, 2025;

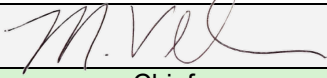
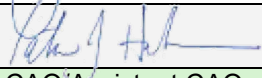
(Recommendations continued on Page 5)

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):

The total program cost of the Community-Based Violence Intervention and Prevention Initiative (CVIPI) Program is \$2 million and is fully reimbursed by the grant for salaries, related costs, contractual services, supplies and other travel and training expenses. There is no General Fund impact, and the recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts expected from this grant.

The City's Financial Policies require that the City pursue federal and state 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.

Edward F. Roes			9/21/2023
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary

(Continued from Review of Grant Award and Acceptance Determination, Page 4)

Subsequent to the release of the City Attorney transmittal, it was determined that modifications or additional recommendations were necessary to effectuate the implementation of the grant award. These changes were discussed with the Office of the City Attorney, and they are in agreement with the following:

1. Authority for a new resolution position authority for one Administrative Coordinator I to serve as the CVIPI program manager. Although the Administrative Coordinator position was initially requested at a II level, it should be noted, all new positions are authorized at the entry I level and subject to allocation by the Civil Service Commission and pay grade determination by the City Administrative Officer's (CAO) Employee Relations Division.
2. Authority to execute two sole source contracts with Justice and Security Strategies (JJS) in the amount of \$350,000 and with Tessie Cleveland Community Service Corporation (TCCSC) in the amount of \$675,000. The two contractors will be used to help implement the CVIPI Program and were selected based on extensive experience and expert knowledge working in Southeast Los Angeles in the area of mental health and community-drive violence intervention and prevention services. JJS will provide planning and research, monthly data reviews, and reporting. TCCSC will provide community-driven services to address trauma and physical, social, and economic conditions that drive violence.
3. Authority to conduct a Request for Proposal to select a provider for additional direct services identified during the initial planning phase. There is a funding set-aside of \$466,000 for this purpose.

11. Recommendations

(Continued from Review of Grant Award and Acceptance Determination, Page 4)

c. Retroactively authorize the City Attorney, or designee, to execute a sole source agreement up to the amount of \$350,000 with Justice and Security Strategies, Inc. for the performance period of September 30, 2023 through September 29, 2025 for program planning, research, assessment and reporting services to support the CVIPI Program;

d. Retroactively authorize the City Attorney, or designee, to execute a sole source agreement up to the amount of \$675,000 with Tessie Cleveland Community Service Corporation for the performance period of September 30, 2023 through September 29, 2025 for providing community outreach, mental health, and violence intervention and prevention services to support the CVIPI Program;

e. Authorize the City Attorney, or designee, to issue a Request for Proposals to select an organization to provide additional mental health and violence intervention and prevention services and upon final selection, negotiate and execute a personal service agreement up to the amount of \$466,562 for a performance period from September 30, 2023 through September 29, 2025;

2. Authorize resolution authority for the following position for the period of July 1, 2023 through June 30, 2024 to manage the CVIPI Program, subject to the allocation by the Civil Service Commission and pay grade determination by the City Administrative Officer's (CAO) Employee Relations Division:

<u>Number</u>	<u>Class Code</u>	<u>Classification</u>
1	Code 0567	Administrative Coordinator I

3. Instruct the CAO to include the following position in the Office of City Attorney Personnel Authority Resolution for July 1, 2024 through June 30, 2025 to support the CVIPI Program:

<u>Number</u>	<u>Class Code</u>	<u>Classification</u>
1	Code 0567	Administrative Coordinator I

4. Authorize the Controller to:

- a. Establish a receivable within the City Attorney Grants Fund No. 368, City Attorney Department No. 12 in the amount of \$2,000,000 from the U.S. Department of Justice, Office of Justice Programs (OJP);
- b. Establish a new appropriation account within the City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12Y360 – CVIPI Program in the amount of \$2,000,000;
- c. Transfer \$48,645 from the City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12Y360, CVIPI Program to the General Fund No. 100, City Attorney Department No. 12, Account No. 001010 Salaries General;
- d. Upon approval of expenses and receipt of grant funds, transfer up to \$173,079 from the City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12Y360, CVIPI Program to the General Fund No. 100, City Attorney Department No. 12, Revenue Source Code No. 5346, Related Costs Reimbursement from Grants as reimbursement for City Attorney related costs for the period October 1, 2022 through September 30, 2025;

5. Authorize the City Council to instruct the City Clerk to place on the Council Agenda for the first regular Council meeting on July 1, 2024, or shortly thereafter, the following action relative to the CVIPI Program:

That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$106,255 from the City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12Y360 - CVIPI Program to the General Fund No. 100, City Attorney Department No. 12, Account No. 001010 – Salaries General.

6. Authorize the City Council to instruct the City Clerk to place on the Council Agenda for the first regular Council meeting on July 1, 2025, or shortly thereafter, the following action relative to the CVIPI Program:

That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$25,842 from the City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12Y360 – CVIPI Program to the General Fund No. 100, City Attorney Department No. 12, Account No. 001010 – Salaries General.

7. Authorize the City Attorney, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the CAO, and authorize the Controller to implement the instructions.