

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 1, 2017

To: The Mayor
The Council

Attn: Mandy Morales, Mayor's Office
Michael Espinoza, City Clerk's Office

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer 

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION'S ALCOHOL AND DRUG IMPAIRED DRIVING VERTICAL PROSECUTION PROGRAM GRANT AWARD**

Attached is the Grant Award and Acceptance Determination for the Alcohol and Drug Impaired Driving Vertical Prosecution Program from the National Highway Traffic Safety Administration in the amount of \$331,583. Grant funding will be used by the City Attorney's Office to hire two Deputy City Attorneys who will work with the Police Department on driving under the influence cases. The grant performance period is effective for a one year period beginning October 1, 2017 and ending September 30, 2018. As a participant in the Grants Pilot Program the City Attorney's Office submitted the packet for review and analysis by the CAO Grants Oversight Unit and the appropriate CAO Analyst.

In accordance with the approved procedures for the Pilot, this Office reviewed the Packet for completeness, conducted a concise analysis and prepared a Fiscal Impact Statement. The Grant Acceptance Packet consists of the following:

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

If you have any questions about the Grants Pilot Program or the procedures for the Grant Acceptance Packet, please contact Aurora Abracia at 213-473-7566.

RHL:ACA:ABG:02180020D

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: July 2017	
Grant Award Title: Alcohol and Drug Impaired Driving Vertical Prosecution Program		Grant Amount: \$331,583 Prior Grant Award(s): \$291,166	
Awarding Agency: National Highway Traffic Safety Administration			
Grant Agreement Number/Reference: 11-1859		Performance Start Date: October 1, 2017	Performance End Date: September 30, 2018
Purpose: The City Attorney's Office requests authority to accept grant funding in the amount of \$331,583 for the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the grant performance period of October 1, 2017 to September 30, 2018.			

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 authority to accept \$331,583 in grant funding for the Alcohol and Drug Impaired Driving Vertical Prosecution Program. These funds originate from the National Highway Traffic Safety Administration and pass through the California Office of Traffic Safety. The Alcohol and Drug Impaired Driving Vertical Prosecution Program grant will fund the salaries of two Deputy City Attorneys who will work with the Los Angeles Police Department on driving under the influence cases, increasing apprehension of defendants in bench warrant status, securing stronger sentencing penalties, training local prosecutors and law enforcement personnel regarding impaired driving, and raising awareness regarding the link between impaired driving and increased traffic fatality and injury rates. This is the sixth year the City Attorney's Office is receiving this grant.

The total cost of the program is \$412,899, of which \$331,583 will be reimbursed to the City as follows: \$225,940 in salaries, \$104,203 in fringe benefits, and \$1,440 in travel. There is no matching requirement for this grant, however, the City will have to bear overhead costs, which includes \$28,355 in central services and \$52,961 for department administration, totaling \$81,316 not reimbursed by the grant.

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:

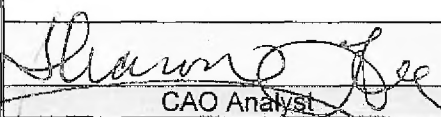


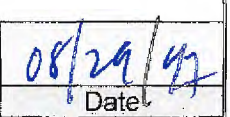
1. Authorize the City Attorney or designee to approve the accompanying grant award between the City of Los Angeles and the California Office of Traffic Safety, and authorize the City Attorney or designee to execute said grant award on behalf of the City, subject to the approval of the City Attorney as to form ;
2. Authorize the City Attorney or designee to accept the grant award in the amount of \$331,583 for funding the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the period of October 1, 2017 to September 30, 2018;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368, Department 12 in the amount of \$331,583;
 - b. Establish Appropriation Account 12P231 - Impaired Driving Prosecution within Fund 368, Department 12 in the amount of \$331,583;
 - c. Transfer \$164,620 from Fund 368, Department 12, Account 12P231-Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General;
 - d. Upon receipt of grant funds, transfer \$104,203 from Fund 368, Department 12, Account 12P231 - Impaired Driving Prosecution to Fund 100, Department 12, Account 5631 Revenue Costs Reimbursement-Other;
4. Authorize the City Council to instruct the City Clerk to place on the agenda for the first regular Council meeting on July 1, 2018, or shortly thereafter, the following action relative to the Alcohol and Drug Impaired Driver Vertical Prosecution Program:
 "That the City Council, subject to the approval of the Mayor, authorize the Controller to transfer \$61,320 from Fund 368, Department 12, Account 12P231 FY 17-18 Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General."; and,
5. Authorize the City Attorney 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):

The total cost of the Alcohol and Drug Impaired Driving Vertical Prosecution Program is \$412,899, of which \$331,583 will be reimbursed by the California Office of Traffic Safety. There is no General Fund impact as the total overhead costs of \$81,316 are funded in the FY 2017-18 Adopted Budget. No additional appropriation is needed. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from this grant.

 CAO Analyst	 Chief	 CAO/Assistant CAO	 Date
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