

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0013

Date: April 19, 2024

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: *Yolanda Chavez*
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 – THIRD 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, 2023 through June 30, 2024. This represents the third year of a three-year funding cycle effective from July 1, 2021 through June 30, 2024. There is no match requirement for this grant.

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 provides \$597,053 for partial funding for one Administrative Coordinator IV and one Administrative Corrdinator III and full funding for one Administrative Coordinator II, one Legal Clerk I, and six Witness Service Coordinators. The balance of grant funding will provide \$172,000 for related costs, \$2,900 for training expenses, \$1,000 for equipment, \$1,454 for office supplies, \$1,390 for uniforms, and \$610 for cellular telephone costs. The total program cost is \$965,743 and consists of \$776,407 in grant funds and \$189,336 in related costs not covered by the grant, but are included in the City Attorney's 2023-24 Adopted Budget. There is no impact on the General Fund.

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 Ed Roes at (213) 978-7623.

MWS:EFR:04240105

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, 2023	
Grant Award Title: Fiscal Year 2023-24 Joint Powers of Verification Unit		Grant Amount: \$776,407 Third Year Prior Grant Award(s): \$776,407	
Awarding Agency: California Victim Compensation Board			
Grant Agreement Number/Reference: VC-8048/C.F. 18-0529-S1		Performance Start Date: July 1, 2023	Performance End Date: June 30, 2024
<p>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), FY2023-24 with a performance period of July 1, 2023 through June 30, 2024.</p> <p>The total program cost is \$965,743 and consists of \$776,407 in grant funds and \$189,336 in related costs not covered by the grant, but included in the City Attorney's 2023-24 Adopted Budget. There is no match required for this grant. This is the third year of a three-year funding cycle effective from July 1, 2021 through June 30, 2024. 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 grant sub-award of \$776,407 from the California State Victim Compensation Board (CalVCB) and County of Los Angeles to support the Joint Powers of Verification Unit (JPVU) for a grant performance period of July 1, 2023 through June 30, 2024. This is the third year of a three-year funding cycle effective from July 1, 2021 through June 30, 2024.

The total program cost is \$965,743 and consists of \$776,407 to support the following: \$597,053 in salaries, \$172,000 in related costs, \$2,900 for training expenses, \$1,000 for printing and binding, \$1,454 for office supplies, \$1,390 for uniforms, and \$610 for cellular telephone costs.

(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 accompanying grant sub-award between the City of Los Angeles and the California State Victim Compensation Board (CalVCB) and County of Los Angeles, and authorize the City Attorney, or designee, to execute said grant award agreement from the California State Victim Compensation and Government Claims Board (CalVCB) and 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 City Attorney, or designee, to accept the grant award in the amount of \$776,407 for the continued support of the Joint Powers of Verification Unit for the period from July 1, 2023 to June 30, 2024; ;

3. Authorize the Controller to:

- a. Establish a receivable within Fund No. 368, Department No. 12 for the JPVU program in the amount of \$776,407;
- b. Establish a new appropriation account within Fund No. 368, Department No. 12 as follows:
Account No. 12Y511 - FY 23-24 Joint Powers Verification Unit in the amount of \$776,407;
- c. Transfer \$595,241 from Fund No. 368, Department No. 12, Account No. 12Y511 to Fund No. 100, Department No. 12, Account No. 001010, Salaries-General for grant-related salary expenses;
- d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$172,000 from Fund No. 368, Department No. 12, Account No. 12Y511 to Fund No. 100, Department No. 12, Revenue Source Code 5346, Related Cost Reimbursement from Grants; and,
- e. Upon receipt of grant funds and approval of grant expenses, transfer up to \$1,812 from Fund No. 368, Department No. 12, Account No. 12Y511-FY 23-24 Joint Powers Verification Unit to Fund No. 100, Department No. 12, Revenue Source Code 5427, Reimbursement from Grants.

(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):

The total cost of the Joint Powers of Verification Unit (JPVU) is \$965,743 of which \$776,407 will be reimbursed by the County of Los Angeles for salaries, partial related costs, training and expenses. Funding for the remaining related costs of \$189,336 is included in the City Attorney's 2023-24 Adopted Budget. 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.

(Continued on Page 3)

Doc. ID 04240105

Roberta Orellana			04/19/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

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.

Reimbursement will be provided by the County of Los Angeles on a monthly basis. The grant award will partially fund one Administrative Coordinator IV and one Administrative Coordinator III, and fully fund one Administrative Coordinator II, one Legal Clerk I, and six Witness Service Coordinators. The related costs for these positions total \$361,337 and are comprised of \$172,000 in grant funds and \$189,337 included in the City Attorney's 2023-24 Adopted Budget. There is no additional impact to the General Fund.

11. Recommendations (Continued from Page 2)

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 (Continued from Page 2)

The City's Financial Policies require that the City pursue Federal, State, and private grants, but strictly limit the financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report are in compliance with the City's Financial Policies in that proposed funding is balanced against grant 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.