



MICHAEL N. FEUER
CITY ATTORNEY

To: The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Cary Gross

Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Holly Wolcott

From: Leela Kapur, Chief of Staff *Leela Kapur*

Date: December 7, 2018

Re: Victim Assistance Program (VAP) Grant for Fiscal Year 2018-19
Continuation of Funding, Council File No. 18-0059

Transmitted herewith for Mayor and City Council consideration is grant funding totaling **\$2,127,191** for FY 2018-19 to support the City's Victim Assistance Program (VAP) during its 39th year.

This formula grant is awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. The County of Los Angeles is the prime recipient of these funds, with the City of Los Angeles as its sub-recipient. The County has confirmed its intent to make \$2,127,191 (25% of total available funds) for the continued operation of VAP for FY 2018-19 (October 1, 2018 through September 30, 2019).

The Los Angeles City Attorney's Office Victim Assistance Program (VAP) assists victims of crime through the provision of state mandated services (CA Penal Code Section 13835.5) including: emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, orienting victims with the criminal justice system and supporting them throughout the court process, and aid in procuring financial assistance through the California Victims of Crime Compensation Program for out-of-pocket crime-related costs (medical, mental health counseling, income/support, funeral/burial, and relocation).

During FY 2017-18 (October 2017 to September 2018), VAP staff served **7,034** new and continuing crime victims, through the following services: **6,115** assists with filing for California Victim Compensation Board applications; **2,337** crisis counseling/intervention;

2,208 criminal justice support/advocacy; and **6,295** follow-ups and information referral to resources. Additionally, VAP staff provided **399** presentations to public, governmental, and law enforcement agencies regarding the program.

Acceptance of this grant provides funding for FY 2018-19 in the amount of \$2,127,191. Funds will support existing staff – 10.5 regular position authorities and 10 contract positions -- through the first quarter of the grant period. In the second quarter, the 10 contract positions will be converted to five full-time Witness Service Coordinator positions.

Victim services will continue at existing locations throughout the City, including the Central Office of the City Attorney, Van Nuys City Hall, Central Bureau Family Justice Center, and the following Los Angeles Police Stations: Harbor, Hollenbeck, Newton, Northeast, North Hollywood, Olympic, Southwest, West Los Angeles, Wilshire, South Traffic, Valley Traffic, and West Traffic.

The required match of \$50,943 will be met by a cash match, through the salaries and benefits of existing Witness Service Coordinators assigned to the City Attorney's Family Violence Unit, and a portion of indirect costs.

cc: Richard Llewellyn, CAO
Sharon Lee, CAO
Derek Tennell



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 310-570-0686
Project Manager:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 11/07/2018

Grant Information			
Name of Grantor: DOJ Victims of Crime Act		Pass Through Agency: Cal OES to LA County	
CA Other			
Grant Program Title: Victim Assistance Program		Notification of Award Date:	
Victim/Witness Assistance (VW) Program - FY 2019		10/01/2018	
Funding Source (Public / State)	Grant Type: Non-Competitive/Formula	Funds Disbursement: Reimbursement	Agency's Grant ID: CFDA#: 16.575 16.588
			Other ID#: eCivis ID#: CA 1368
Match Requirement:	Yes	Amount: \$50,943.00	%Match 2
Match Type:	Cash/In-Kind	Identify Source of Match:	
Fiscal Information:	Awarded Funds: \$2,127,191.00	Match/In-Kind Funds: \$50,943.00	Additional/Leverage Funds: Total Project Budget: \$2,178,134.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
New Subcategory				
Salaries	\$932,116.00	50,943.00		N/A
Benefits	\$429,891.00	\$0.00		N/A
Materials/Supplies				
N/A	\$30,220.00	\$0.00		N/A
Travel				
Travel & Training	\$22,876.00	\$0.00		N/A
Contractual Services				
N/A	\$167,700.00	\$0.00		N/A
Other				
Printing & Binding	\$16,679.00	\$0.00		N/A
Emergency Fund	\$2,400.00	\$0.00		N/A
VW Assistance Database Program	\$148,000.00	\$0.00		N/A
VAP Assessment & Evaluation	\$48,000.00	\$0.00		N/A
Indirect Costs	\$329,309.00	\$0.00		N/A
Total	\$2,127,191.00	\$50,943.00		

Approved Project	
Descriptive Title of Funded Project: Victim Assistance Program (VAP Basic Grant)	
Performance Period Start/End Dates (Month/Day/Year):	Citywide: All
Start: 10/1/2018 End: 9/30/2019	Affected Council District(s): All
	Affected Congressional District(s):
Purpose:	
Identify Internal Partners (City Dept/Bureau/Agency): LAPD	
Identify External Partners: community non-profits.	

Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

This formula grant is awarded by the California Office of Emergency Services, which is the pass through agency for federal Victims of Crime Act funds. The County of Los Angeles is the prime recipient of these funds, with the City of Los Angeles as its sub-recipient. The County has confirmed its intent to make \$2,127,191 (25% of total available funds) for the continued operation of VAP for FY 2018-19 (October 1, 2018 through September 30, 2019).

Recommendations

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 (such as contract and position authorities).

1. AUTHORIZE the City Attorney or designee to EXECUTE the grant agreement between the County of Los Angeles and the City Attorney's Office.
2. AUTHORIZE the City Attorney or designee to ACCEPT the funding in the amount of \$2,127,191 from the County of Los Angeles.
3. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to:
 - a. Establish a receivable for this program by \$2,127,191 from the County of Los Angeles;
 - b. Establish within fund 368 a new appropriation account no. 12R301 - Victim Assistance Program in the amount of \$2,127,191.
4. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$932,116 from Fund 368/12, Account 12R301 to Fund 100/12, Revenue Source 5301, Reimbursement from Other funds for grant related salary expenses.
5. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$759,200 from Fund 368/12, Account 12R301 to Fund 100/12, Revenue Source 5381, Related Cost Reimbursement – Other funds for grant related indirect costs.
6. 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.

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The required match of \$50,943 will be met by a cash match, through the salaries and benefits of existing Witness Service Coordinators assigned to the City Attorney's Family Violence Unit, and a portion of indirect costs.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

<input type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice	
<input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable)	
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)	
Department Head Name:	Department Head Signature:	Date:

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

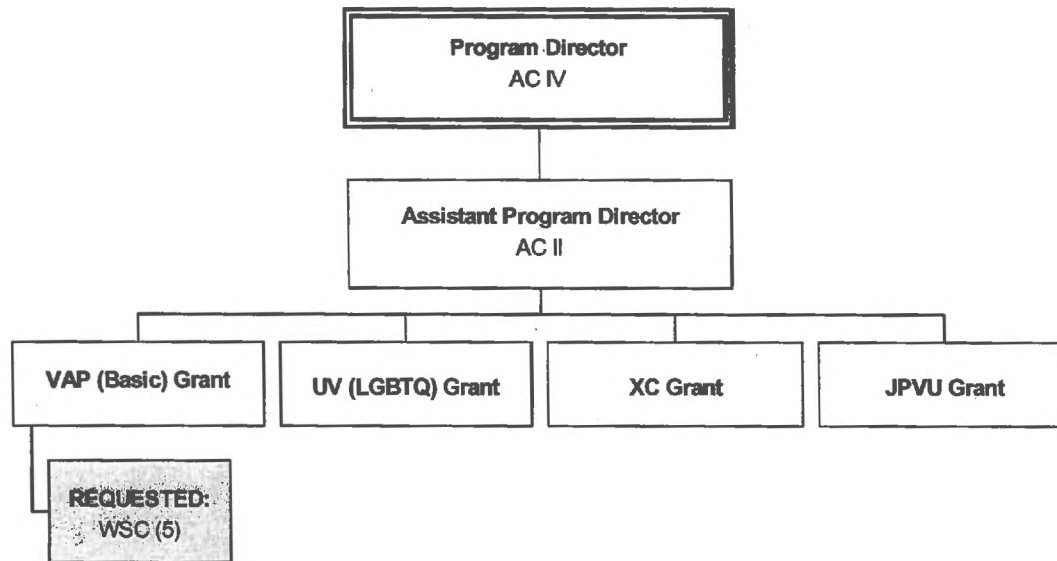
- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- Returned to Department (Additional information/documentation has been requested.)
- Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

VICTIM ASSISTANCE PROGRAM



POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code: Witness Service Coordinator	3. Present Salary or Wage Rate
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 12/03/18
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5. Location of office or place of work: 221 N. Figueroa Street, Los Angeles, Ca.	6. Name of Department: City Attorney Victim Assistance Program
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name: **Derek Tennell** Title: **Director, Victim Assistance Program**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
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100% (overall)	The responsibilities and duties of the Witness Service Coordinator include: Processing state forms and representing victims at Board of Control hearings when necessary; Screening cases referred by deputies or set for arraignment; Referring victims to appropriate community agencies and serving as a liaison between victims and agencies; Explaining court procedures, providing court escort services; Preparing monthly statistical reports; Answering public inquiries regarding the program; Contacting victims to assess their needs and determine their eligibility for various kinds of assistance; and Making presentations about program services to community agencies and criminal justice organizations.
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9. How long have the duties been substantially as described above? *N/A* (new position)
10. List any machinery or equipment operated and any unusual or hazardous working conditions. *N/A*
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). *(N/A)*
12. Indicate the number of employees supervised by class titles. *N/A*
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. *N/A*
15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. *N/A*

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter). Associate college degree or higher.

(b) Experience (type and length; list appropriate city classes, if any). Prior experience with restorative justice principles, knowledge of Word, Excel, and the CCMS database, program administration skills to support participant intake, program progress, volunteer coordination, record keeping; strong written and oral communication skills; and ability to work with other City and County enforcement agencies and stakeholder groups. Bilingual is preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Hours per week

Strength to: Lift Push Pull
Average weight Heaviest weight
Climbing (stairs, ladders, poles)
How far
Face severe work conditions
Outdoors on/near water
Other/explain

SPECIAL NEED FOR:
Vision, to read fine print/numbers
Hearing, for telephones/alarms
Balance, for working heights
Other/explain

EXTENSIVE USE OF:
Legs, for walking/standing
Hands and fingers
Back, for strenuous labor
Other/explain

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required. In addition to administrative responsibilities in support of Neighborhood Justice Panels and volunteer/participant coordination, the AC IIs will undergo training on risk assessment screening tools to identify appropriate case processing for non-violent offenses under the Los Angeles Municipal Code and the California Penal Code.

(b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted. The AC IIs will interface with the community partners, including local community based organizations, the Los Angeles Police Department, and City residents in carrying out restorative justice principles.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The AC IIs will input and maintain data for program reporting purposes.

Signature of the immediate supervisor Derek Tennell

Date 12/03/2018

Class Title Witness Service Coordinator

Extension

Signature of department head

Date

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE		Subaward #: VW18 37 0190 (with Match Waiver)																																																			
A. Personal Services – Salaries/Employee Benefits [Victim/Witness Assistance (VW) Program]	17 VOCA	17 VOCA MATCH		18 VOCA	18 VOCA	18 VOCA MVA		COST																																													
		18 VWA0	LOCAL		MATCH	18 VOCA	MATCH																																														
Grant Period: October 1, 2018 to September 30, 2019																																																					
1 Administrative Coordinator IV (AC IV) @ 50%																																																					
12 months x 13,522.49 x 50% = 81,135																																																					
Annual Salary 81,135																																																					
Employee Benefits @ 46.12% 37,419																																																					
Sub-Total 118,554																																																					
	0	93,554	0	0	0	25,000	0	118,554																																													
<i>The Program Director's (Administrative Coordinator IV) responsibilities include: monitoring and tracking of the primary services to crime victims as outlined by Penal Code Section 13835.5; the submission and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles, County of Los Angeles, California Office of Emergency Services (Cal OES); the development of all program procedures and documents; the establishment and maintenance of a volunteer component plan; the training of program staff, attorneys and volunteers; the preparation and update of pamphlets and information brochures on court procedures and program services; news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the Victim Assistance Program and providing the Los Angeles County District Attorney and Cal OES with data information on program operations and services; liaison with local law enforcement agencies; program presentations to the community; attendance of various statewide Victim Advisory Committees.</i>																																																					
1 Administrative Coordinator III (AC III) @ 100%																																																					
(25% @ Direct Victim Services)																																																					
12 months x 6,342.30 x 100% = 76,108																																																					
Annual Salary 76,108																																																					
Employee Benefits @ 46.12% 35,101																																																					
Sub-Total 111,209																																																					
	27,802	83,407	0	0	0	0	0	111,209																																													
<i>The Assistant Director (Administrative Coordinator II) assists the Program Director in the day-to-day supervision of the program's operations and staff located in the facilities throughout the City of Los Angeles. Other responsibilities include: the training, assigning, planning and evaluating of staff, volunteers and student interns; the planning, developing, initiating and implementation of program policies, procedures and training manual; the collection of statistical data relevant to Cal OES reporting; the development of community resources; the drafting of correspondence and written reports; the dissemination of program information to staff and interns; the maintenance of the program's CalVCP case records; assisting the Program Director on the submission and monitoring of the grant's activities through the various governmental agencies, monitoring program expenditures and recommending program notifications; conducting staff meetings, planning and conducting community outreach, cooperating and coordinating with local, state and federal law enforcement and social service agencies; analyzing existing and proposed legislation and proposing recommendations.</i>																																																					
9 Victim/Witness Service Coordinator (VSC) @ 100%																																																					
12 months x 5,477.53 x 100% = 591,573																																																					
Annual Salary 591,573																																																					
Employee Benefits @ 46.12% 272,833																																																					
Sub-Total 864,406																																																					
	864,406	0	0	0	0	0	0	864,406																																													
5 Victim/Witness Service Coordinator (VSC) @ 100%																																																					
9 months x 4,073.34 x 100% = 183,300																																																					
Annual Salary 183,300																																																					
Employee Benefits @ 46.12% 84,538																																																					
Sub-Total 267,838																																																					
	133,919	0	0	133,919	0	0	0	267,838																																													
<i>The Victim/Witness Service Coordinators (VSC) are assigned to one of the ten offices located throughout the city, eight of which are located directly in Los Angeles Police Department Divisions. All victim service coordinators meet the minimum standards Pursuant to Penal Code 13835.10(c) and are trained to provide assistance to all victims of crime (robbery/assault, drunk driving and hit and run, sexual assault, domestic violence, child and elder abuse and hate crimes) and to surviving family members of homicide victims. Program activities and services provided include: crisis intervention counseling, emergency assistance, follow-up counseling, resource referrals, criminal justice orientation and court support, criminal court case information, restitution and victim impact statement assistance, assistance in filing for the California Victims of Crime Compensation claims, recruit, train and supervise program volunteers, and program presentations.</i>																																																					
LA CITY'S CASH MATCH																																																					
1 Witness Service Coordinator (WSC) @ 50%																																																					
12 months x 5,797.68 x 50% = 34,786																																																					
Annual Salary 34,786																																																					
Net Salary 34,786																																																					
Employee Benefits @ 46.12% 16,043																																																					
Sub-Total 50,829																																																					
Adjustment = (1,136)																																																					
	0	0	34,207	0	15,486	0	0	49,693																																													
<table border="0"> <tr> <td>Total Salaries</td> <td align="right">966,902</td> <td colspan="7"></td> </tr> <tr> <td>Minus Adjustment</td> <td align="right">(1,136)</td> <td colspan="7"></td> </tr> <tr> <td>Total Net Salaries</td> <td align="right">965,766</td> <td colspan="7"></td> </tr> <tr> <td>Total Employee Benefits @</td> <td align="right">* 46.120%</td> <td align="right">445,934</td> <td colspan="6"></td> </tr> <tr> <td>Total Salaries and Employee Benefits</td> <td align="right">\$1,411,700</td> <td colspan="7"></td> </tr> </table>									Total Salaries	966,902								Minus Adjustment	(1,136)								Total Net Salaries	965,766								Total Employee Benefits @	* 46.120%	445,934							Total Salaries and Employee Benefits	\$1,411,700							
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Total Salaries and Employee Benefits	\$1,411,700																																																				
Personal Section - Page 1 of 2	1,026,127	176,961	34,207	133,919	15,486	25,000	0	1,411,700																																													

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE	Subaward #: VW18 37 0190 (with Match Waiver)																															
A. Personal Services – Salaries/Employee Benefits [Victim/Witness Assistance (VW) Program]	17 VOCA	17 VOCA MATCH		18 VOCA	18 VOCA MATCH	18 VOCA MVA		COST																								
		18 VWA0	LOCAL			18 VOCA	MATCH																									
<table border="1"> <thead> <tr> <th colspan="2">Employee Benefits Breakdown</th> </tr> </thead> <tbody> <tr> <td>Retirement (Civilians)</td> <td align="right">27.28%</td> </tr> <tr> <td>Flex Benefits Program</td> <td align="right">9.88%</td> </tr> <tr> <td>Employee Assistance</td> <td align="right">0.01%</td> </tr> <tr> <td>Ordinance Life Insurance</td> <td align="right">0.09%</td> </tr> <tr> <td>Medicare</td> <td align="right">1.34%</td> </tr> <tr> <td>Union Sponsored Benefits</td> <td align="right">0.03%</td> </tr> <tr> <td>Unused Sick/Vacation Payout</td> <td align="right">1.44%</td> </tr> <tr> <td>Unemployment Claims</td> <td align="right">0.03%</td> </tr> <tr> <td>Worker's Compensation</td> <td align="right">1.34%</td> </tr> <tr> <td>Carry Forward, Positive</td> <td align="right">4.68%</td> </tr> <tr> <td>TOTAL</td> <td align="right">46.12%</td> </tr> </tbody> </table>	Employee Benefits Breakdown		Retirement (Civilians)	27.28%	Flex Benefits Program	9.88%	Employee Assistance	0.01%	Ordinance Life Insurance	0.09%	Medicare	1.34%	Union Sponsored Benefits	0.03%	Unused Sick/Vacation Payout	1.44%	Unemployment Claims	0.03%	Worker's Compensation	1.34%	Carry Forward, Positive	4.68%	TOTAL	46.12%								
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TOTAL	46.12%																															
* Approved CAP 39 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services																																
Personal Section - Page 2 of 2	1,026,127	176,961	34,207	133,919	15,486	25,000	0	1,411,700																								
PERSONAL SECTION TOTAL								\$1,411,700																								

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE		Subaward #: VW18 37 0190 (with Match Waiver)						
B. Operating Expenses [Victim/Witness Assistance (VW) Program]	17 VOCA	17 VOCA MATCH		18 VOCA	18 VOCA MATCH	18 VOCA MVA		COST
		18 VVA0	LOCAL			18 VOCA	MATCH	
INDIRECT COST (Approved CAP 39)								
Related Cost - LA City Indirect Cost Rate (CAP 39)								
Central Service @ 23.44% x 932,116 =	164,608	28,386	0	21,483	0	0	1,250	215,727
Dept. Admin & @ 12.55% x 932,116 =	88,132	15,198	0	11,502	0	0	0	114,832
Related Cost Charged to Grant	335,468							
OTHERS								
Cellphone Service 12,792	0	0	0	12,792	0	0		12,792
(Est. @ \$1,066.00/month x 12 months)								
1 AC IV @ \$52.00/month x 12 months x 50% FTE	312							
1 AC III @ \$52.00/month x 12 months x 100% FTE	624							
19 AC III @ \$52.00/month x 12 months x 100% FTE	11,856							
LiveScan Fees for VAP Staff 750	0	0	0	750	0	0	0	750
(Est. @ \$150.00/person x 5.0 persons)								
5.0 Victim/Witness Service Advocates								
Office Supplies 16,678	0	0	0	16,678	0	0	0	16,678
(Est. @ \$1,389.83/month x 12 months)								
For daily office use								
Printing Publications/Outreach 16,679	0	0	0	16,679	0	0	0	16,679
(Est. @ \$1,389.92/month x 12 months)								
For program brochures, business cards, leaflets, mini-outreach cards								
VAP Assessment and Evaluation 48,000	0	0	0	48,000	0	0	0	48,000
(Est. @ \$4,000.00/month x 12 months)								
To determine the program effectiveness and areas of improvement								
Victim Emergency Fund 2,400	230	0	0	2,170	0	0	0	2,400
(Est. @ \$200.00/month x 12 months)								
Victim/Witness Assistance Database Program 148,000	124,000	0	0	24,000	0	0	0	148,000
(Est. @ \$12,333.33/month x 12 months)								
Maintenance = \$12,000 x 2 (Apr 2019 & Sep 2019) = \$24,000								
Updates = \$124,000								
Victim/Witness Service Contracted Advocates 167,700	167,700	0	0	0	0	0	0	167,700
(Est. @ \$13,975.00/month x 12 months)								
10.75 VSC @ \$5,200.00/month x 3 months x 100% FTE								
Total Others	412,999							
TRAVEL/TRAINING								
45th Annual National Organization for Victim Assistance (NOVA) - [Out of State]								
Phoenix, AZ (July 2019)								
Airfare 1 round trip x 230.25 =	230							
Lodging 5 nights x 130.00 =	650							
Registration 1 person x 500.00 =	500							
Meals 5 days x 46.00 =	230							
Miscellaneous 5 days x 20.00 =	100							
Per Person Cost	1,710							
x 10								
Sub-Total	17,100	0	0	0	17,100	0	0	17,100
Operating Section - Page 1 of 2	544,670	43,584	0	171,154	0	0	1,250	760,658

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE		Subaward #: VW18 37 0190 (with Match Waiver)						
B. Operating Expenses [Victim/Witness Assistance (VW) Program]	17 VOCA	17 VOCA MATCH		18 VOCA	18 VOCA MATCH	18 VOCA MVA		COST
		18 VWAO	LOCAL			18 VOCA	MATCH	
TRAVEL/TRAINING <i>continued</i>								
Advanced-Level Victim Advocacy Training								
Sacramento, CA (TBD 2018 and TBD 2019)								
Airfare	1	round trip	x	184.35	=	184		
Lodging	5	nights	x	130.00	=	650		
Meals	5	days	x	46.00	=	230		
Miscellaneous	5	days	x	20.00	=	100		
				Per Person Cost		1,164		
				x		4		
				Sub-Total		4,656		
	0	0	0		4,656	0	0	0
								4,656
State Meetings								
Sacramento, CA (Quarterly or more)								
Airfare	1	round trip	x	121.50	=	122		
Lodging	1	night	x	108.00	=	108		
Meals	1	day	x	46.00	=	46		
Miscellaneous	1	day	x	4.00	=	4		
				Per Person Cost		280		
				x		4		
				Sub-Total		1,120		
	0	1,120	0		0	0	0	0
								1,120
				Total Travel/Training		22,876		
<input type="checkbox"/> The applicant will use state travel policy. <input checked="" type="checkbox"/> The applicant will use a travel policy other than the state's. The applicant will use written policy of City Los Angeles which is more/less restrictive than the state's.								
Operating Section - Page 2 of 2								
	544,670	44,704	0		175,810	0	0	1,250
								766,434
OPERATING SECTION TOTAL								\$766,434

BUDGET CATEGORY AND LINE ITEM DETAIL

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE	Subaward #: VW18 37 0190 (with Match Waiver)							
C. Equipment [Victim/Witness Assistance (VW) Program]	17 VOCA	17 VOCA MATCH		18 VOCA	18 VOCA MATCH	18 VOCA MVA		COST
		18 VWA0	LOCAL			18 VOCA	MATCH	
NONE								
Equipment Section Totals	0	0	0	0	0	0	0	0
EQUIPMENT SECTION TOTAL								\$0
Category Totals								
<i>Same as Section 12G on the Grant Subaward Face Sheet</i>	\$1,570,797	\$221,665	\$34,207	\$309,729	\$15,486	\$25,000	\$1,250	
Total Project Cost								\$2,178,134

