



**MICHAEL N. FEUER**  
CITY ATTORNEY

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

Honorable City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: Patrice Lattimore

From: Janette Flintoft, Grants Director

Date: September 14, 2022

Re: FY 2022-23 California Office of Traffic Safety Grant Award  
Council File Number 20-1138

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$969,369 awarded by the Office of Traffic Safety, which is the pass through agency for the National Institute of Traffic and Highway Safety Agency. Now in its ninth year, this award will provide reimbursable funding for the salaries and fringe benefits for four Deputy City Attorney positions from October 1, 2022 through September 30, 2022. Together, this team will aggressively prosecute driving under the influence offenders (both alcohol and drugs) within the City of Los Angeles as part of the "Alcohol and Drug Impaired Driving Vertical Prosecution Program."

Impaired driving is a significant public safety issue. During the first three quarters of the FY 2021-22 grant period (10/01/2021 – 6/30/2022), the Los Angeles City Attorney's Office reviewed 4,671 driving under the influence cases, of which 1,133 cases reviewed involved driving under the influence of drugs. The Los Angeles City Attorney's Office filed 3,276 under the influence of alcohol cases and 599 driving under the influence of drugs cases.

It is anticipated that grant funding will continue beyond FY 2022-23 as a result of grantee performance and the ongoing need for resources in this area.



**City of Los Angeles**  
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Vanessa Chavez	E-Mail: <a href="mailto:vanessa.chavez@lacity.org">vanessa.chavez@lacity.org</a>	Phone: 213-978-2449
Project Manager:	Vanessa Chavez	E-Mail: <a href="mailto:vanessa.chavez@lacity.org">vanessa.chavez@lacity.org</a>	Phone: 213-978-2449
Department/Bureau/Agency:	City Attorney		Date: 09/14/2022

Grant Information				
Name of Grantor:		Pass Through Agency:		
CA Transportation Agency				
Grant Program Title:		Notification of Award Date:		
California Office of Traffic Safety (OTS): General Grants - FY 2023		08/24/2022		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
State	Competitive/Discretionary	Reimbursement	CFDA#: 20-1138	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	None	Amount:	\$0.00	%Match 0
Match Type:	N/A	Identify Source of Match:		
<b>Fiscal Information:</b>	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$969,369.00	\$0.00		\$969,369.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
SALARY	595171	\$0.00		FT SALARY FOR 5 STAFF
FRINGE	332368	\$0.00		FRINGE BENEFITS FOR 5 STAFF
Travel				
TRAVEL	8000	\$0.00		TRAVEL FOR 5 STAFF
Contractual Services				
CONTRACTUAL SERVICES	10000	\$0.00		MEDICAL EXPERT
Other				
INDIRECT COST	23830	\$0.00		16.94% OF INDIRECT COSTS AWARDED
<b>Total</b>	<b>\$969,369.00</b>	<b>\$0.00</b>		

Approved Project	
Descriptive Title of Funded Project:	DUID FY 2022- 2023
Performance Period Start/End Dates (Month/Day/Year):	Citywide: yes
Start: 10/01/2022 End: 09/30/2023	Affected Council District(s): all
	Affected Congressional District(s): all
Purpose: drugged impaired driving enforcement	
Identify Internal Partners (City Dept/Bureau/Agency): LAPD	
Identify External Partners: Los Angeles County District Attorney's Office	

**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.

The Los Angeles City Attorney's Office has a grant funded specialized team to prosecute alcohol and drug impaired driving cases to handle cases throughout each step of the criminal process. Prosecution team members will work to increase the capabilities of the team and the office by obtaining and delivering specialized training. Team members will share information with peers and law enforcement personnel throughout the county and across the state. The office will accomplish these objectives as a means to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.

**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).

CONTROLLERS INSTRUCTIONS Authorize the City Attorney or his designee to APPROVE the accompanying grant award between the City and the Office of Traffic Safety and authorize the City Attorney or his designee to EXECUTE said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality. 2. Authorize the City Attorney or his designee to ACCEPT the grant award in the amount of \$969,369 for funding the Alcohol and Drug Impaired Driving Prosecution Program for the period of October 1, 2022 through September 30, 2023. 3. AUTHORIZE the Controller to: a. ESTABLISH a receivable in the amount of \$969,369 within Fund 368, Department 12. b. ESTABLISH Appropriation Account 12W231 - Impaired Driving Prosecution within Fund 368, Department 12 in the amount of \$969,369. c. TRANSFER \$446,378 from Fund 368, Department 12, Account 12W231-Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General. d. Upon receipt of grant funds, TRANSFER up to \$356,198 from Fund 368, Department 12, Account 12W231 - Impaired Driving Prosecution to Fund 100, Department 12, to Account Revenue Source No. 5346 Related Costs Reimbursement – Grants. 5. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2023, 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 \$148,793 from Fund 368, Department 12, Account No. 12V231 - Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 Salaries General." 6. AUTHORIZE the Office of the City Attorney to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

**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.

There is no general fund impact for accepting this grant program. The total project cost is \$969,369 and is fully reimbursed by grant funds received from the Office of Traffic Safety.

**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 checked="" type="checkbox"/> Grant Award Notification and Acceptance	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: Jan Fuster Department Head Signature: [Signature] Date: 2/23

**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: \_\_\_\_\_

**Grant Award Notification and Acceptance  
Grant Project Cost Breakdown**

Grant Name: Alcohol and Drug Impaired Driving Vertical Prosecution		Additional Costs**			Department:	
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments
<b>Salaries</b>						
1010 Salaries General		595,171			595,171	
1020 Salaries Grant Reimbursed					-	
1070 Salaries As Needed					-	
1090 Overtime					-	
<b>Salaries Total:</b>		595,171	-	-	595,171	
<b>Related Costs*</b>						
	<b>CAP 41 Rate</b>					
Fringe Benefits	43.58%	259,376			259,376	
Central Services	12.60%	72,992			72,992	
Dept Admn	4.34%	23,830			23,830	
<b>Related Costs Total:</b>		356,198	-	-	356,198	
<b>Expense</b>						
2120 Printing & Binding					-	
2130 Travel		8,000			8,000.00	Annual state conference
3040 Contractual Services- Medical Expert		10,000			10,000.00	
3310 Transportation					-	
4160 Governmental Meetings					-	
6010 Office Supplies					-	
6020 Operating Supplies					-	
7300 Equipment					-	
Other-					-	
<b>Expenses Total:</b>		18,000	-	-	18,000	
<b>Grand Total:</b>		969,369	-	-	969,369	
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)						
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.						



<b>1. GRANT TITLE</b> Alcohol and Drug Impaired Driver Vertical Prosecution Program	
<b>2. NAME OF AGENCY</b> Los Angeles	<b>3. Grant Period</b> From: 10/01/2022 To: 09/30/2023
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Los Angeles City Attorney's Office	
<b>5. GRANT DESCRIPTION</b> The County District Attorney's Office (or City Attorney's Office) will assign a specialized team to prosecute alcohol and drug impaired driving cases. The DUI prosecution team will handle cases throughout each step of the criminal process. Prosecution team members will work to increase the capabilities of the team and the office by obtaining and delivering specialized training. Team members will share information with peers and law enforcement personnel throughout the county and across the state. The office will accomplish these objectives as a means to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$969,369.00</b>	
<p><b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:</p> <ul style="list-style-type: none"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> <li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<p><b>A. GRANT DIRECTOR</b></p> <p>NAME: Janette Flintoft          TITLE: Grant Director          EMAIL: janette.flintoft@lacity.org          PHONE: 310-570-0686          ADDRESS: 200 N. Main Street, 8th floor          Los Angeles, CA 90012</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>	<p><b>B. AUTHORIZING OFFICIAL</b></p> <p>ADDRESS: Leela Kapur          Chief of Staff          leela.kapur@lacity.org          213-978-8100          200 N. Main Street, 8th floor          Los Angeles, CA 90012</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>
<p><b>C. FISCAL OFFICIAL</b></p> <p>ADDRESS: Michiko Reyes          Budget Director          michiko.reyes@lacity.org          213-978-7020          200 N. Main Street, 8th floor          Los Angeles, CA 90012</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>	<p><b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b></p> <p>ADDRESS: Barbara Rooney          Director          barbara.rooney@ots.ca.gov          (916) 509-3030          2208 Kausen Drive, Suite 300          Elk Grove, CA 95758</p> <p>_____</p> <p style="text-align: center;">(Signature) (Date)</p>