

**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: August 20, 2021

Re: Victim Assistance Program (VAP) Grant for FY 2021-22, CF # 20-0323

Transmitted herewith for Mayor and City Council consideration is grant funding totaling **\$2,183,466** for FY 2020-21 to support the City's Victim Assistance Program (VAP) during its 42<sup>nd</sup> 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 \$2,183,856 (25% of total available funds) for the continued operation of VAP for FY 2021-22 (October 1, 2021 through September 30, 2022). Funding will support 18 FTE Witness Service Coordinator (WSC) positions, one FT Administrative Coordinator II, and 50% of one FT Administrative Coordinator IV. This reflects an increase in staffing of four WSC positions due to cost savings from the CAP 41 rates that will support four newly created "Branch Victim Witness Advocate Positions" to staff City Attorney criminal branch operations. No new position authorities are being requested; selected personnel will occupy existing DPOs vacated through SIP.

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).

August 23, 2021

Page 2

Victim Assistance Program (VAP), CF # 20-0323

During FY 2020-21 (October 2020 to June 2021), VAP staff served 7,179 new and continuing crime victims, through the following services: 5,544 assists with filing for California Victim Compensation Board applications; 1,138 crisis counseling/intervention; 1,682 criminal justice support/advocacy; and 5,370 follow-ups and information referral to resources. Additionally, VAP staff provided 72 presentations to public, governmental, and law enforcement agencies regarding the program.



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

<b>Recipient Department</b>			
This Grant Award is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail: derek.tennell@lacity.org	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 08/19/2021

<b>Grant Information</b>			
Name of Grantor: CalOES		Pass Through Agency:	
Grant Program Title: Victim/Witness Assistance (VW) Program (Continuation Funding) - FY 2022		Notification of Award Date: 08/02/2021	
Funding Source (Public / Private): State	Grant Type: Non-Competitive/Formula	Funds Disbursement: Reimbursement	Agency's Grant ID: CFDA#: 20-0323 Other ID#: eCivis ID#:
Match Requirement:	Yes	Amount: \$0.00	%Match 0
Match Type:	Cash/In-Kind	Identify Source of Match:	
<b>Fiscal Information:</b>	Awarded Funds: \$2,183,856.00	Match/In-Kind Funds: \$0.00	Total Project Budget: \$2,183,856.00

<b>Approved Grant Budget Summary</b>				
Category	Awarded	Match	Additional	Explanation
Personnel				
Program Director	\$92,834.39	\$0.00		ACIV
Assistant Director	\$111,295.31	\$0.00		ACII
Advocates	\$1,341,947.31	\$0.00		18
Benefits	\$0.00	\$0.00		CAP41
Materials/Supplies				
Office Supplies	\$0.00	\$0.00		daily office use
Laptops & Software	\$0.00	\$0.00		HP
Travel				
Travel	\$0.00	\$0.00		Training
Other				
Cell phones	\$0.00	\$0.00		Verizon
Printing	\$0.00	\$0.00		Outreach
Emergency Fund	\$0.00	\$0.00		Petty cash
Database	\$0.00	\$0.00		3DI
<b>Total</b>	<b>\$2,183,586.00</b>	<b>\$0.00</b>		

<b>Approved Project</b>			
Descriptive Title of Funded Project: VAP Basic 2021-22			
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start: 10/01/2021	End: 09/30/2022	Affected Council District(s):	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
Identify External Partners:			

<b>Summary</b>
----------------

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 Attorneys 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).

**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 \$2,183,586 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 \$2,183,586 from the County of Los Angeles; b. Establish within fund 368 a new appropriation account no. 12V311 - Victim Assistance Program in the amount of \$2,183,586. 4. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$748,331 from Fund 368/12, Account 12V311 to Fund 100/12, Revenue Source 5427, Reimbursement from Grants for salary expenses of the 11 grant reimbursed regular authorities. 5. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$800,140 from Fund 368/12, Account 12V311 to Fund 100/12, Revenue Source 5346, Related Cost Reimbursement – Grants for indirect costs. 6. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to 430,333 from Fund 368/12, Account 12V311 to Fund 100/12, Account 001010 Salaries General for FY 21-22 salary expenses of the 9 resolution authorities. 7. RESOLVE that employment authority in the City Attorney's Office for the period of October 1, 2021 through June 30, 2022 for four Witness Service Coordinator (Class Code 0531) positions are approved. 8. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2022, the following action relative to the FY 21-22 Victim Assistance Program "That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$143,444 from Fund 368, Department 12, Account 12V311 – Victim Assistance Program to Fund 100/12, Account 001010 Salaries General." 9. 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.

There is no General Fund impact to accept this award. The total grant project cost is \$2,183,586 and will be reimbursed by Cal OES.

**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 type="checkbox"/> Grant Project Cost Breakdown (Excel Document)         | <input type="checkbox"/> Copy of Grant Agreement (if applicable) |
| <input type="checkbox"/> Detail of Positions and Salary Costs (Excel Document) | <input type="checkbox"/> Additional Documents (if applicable)    |

Department Head Name: Tanya Fiedora Department Head Signature: [Signature] Date: 8/24/22

**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  
Detail of Positions Salary Costs for Grant**

Job Classification	Total New				Existing				Grant Funding				Other Funding Sources			
	City		Non-City		City		Non-City		Reimbursable*		Non-Reimbursable**		City		Non-City	
	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost
Administrative Coordinator IV	1	0	1	79,384	1	1	1									
Administrative Coordinator II	1	0	1	95,172	1	1	1									
Witness Service Coordinators	9		9	573,775	9	9	9									
Witness Service Coordinators	5		5	318,765	5	5	5									
Witness Service Coordinators	4		4	255,012	4	4	4									
<b>Total:</b>	<b>20</b>	<b>4</b>	<b>16</b>	<b>\$1,322,108</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>\$</b>	<b>-</b>	<b>0</b>	<b>\$</b>	<b>-</b>	<b>0</b>	<b>\$</b>	<b>-</b>

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only include costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in total costs. \*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the grant and will be reimbursed by grant funds.

\*\*\*Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed for the grant.

**Grant Award Notification and Acceptance  
Detail of Positions Salary Costs for Grant**

Job Classification	Total				Grant Funding				City				Other Funding Sources			
	Total	New	Existing	No.	Cost	Reimbursable*		Non-Reimbursable**		City		Non-City				
						No.	Cost	No.	Cost	No.	Cost	No.	Cost			
Administrative Coordinator IV	1	0	1	1	79,384											
Administrative Coordinator II	1	0	1	1	95,172											
Witness Service Coordinators	9		9	9	573,775											
Witness Service Coordinators	5		5	5	318,765											
Witness Service Coordinators	4	4	0	4	255,012											
<b>Total:</b>	20	4	16	20	\$1,322,108	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should or costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will re

\*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the sp will be reimbursed by grant funds.

\*\*Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed f



1 Domestic Assistance (CFDA) number 16.575 and State funds are made possible  
2 through the California Governor's Office of Emergency Service (Cal OES ID number  
3 037-00000-19) pursuant to California Penal Code section 13835, Public Safety  
4 Programs, Victim Witness Assistance (VWA0) with Federal Information Processing  
5 Standard (FIPS) code number 06037-00000; and

6 **WHEREAS**, the **Cal OES** has established Program guidelines which provide that  
7 there will be only one Program provider in each county; and

8 **WHEREAS**, the **CITY** desires to participate in such a program for the  
9 prosecution of misdemeanor cases within its jurisdictional boundaries and to provide  
10 program services at the Central Office of the City Attorney and at the following Los  
11 Angeles Police Stations: 77th, Devonshire, Foothill, Harbor, Hollenbeck, Mission,  
12 Newton, Northeast, North Hollywood, Olympic, Southeast, Southwest, Wilshire;

13 **WHEREAS**, the **CITY** has the capability of providing such services and the  
14 **COUNTY** desires for the **CITY** to provide such services;

15 **NOW, THEREFORE**, in consideration of the mutual covenants as herein  
16 set forth and the mutual benefits to be derived therefrom, the **PARTIES** agree as  
17 follows:

18 **1. SCOPE OF SERVICES:**

19 The **CITY** shall provide services that are primary to the maintenance of a  
20 comprehensive center responsive to the basic needs of victims and witnesses. As  
21 required by Penal Code Section 13835.4, the **CITY** shall deliver services by providing  
22 the following:

- 23 • Services to victims and witnesses of all types of crimes;
- 24 • Translation for non-English speaking victims and witnesses;
- 25 • Follow-up contact with victims and witnesses;
- 26 • Field visits whenever necessary to provide services;

- Encourage community involvement and volunteer participation;
- Special services specific to the needs of the hearing impaired;
- Special services specific to the needs of the disabled; and
- Services appropriate to the special needs of elderly victims.

The CITY shall provide the following two categories of Victim Witness services: mandatory and optional services.

A. **Mandatory Services:**

- crisis intervention
- emergency assistance
- resource and referral assistance
- direct counseling
- assistance with victim of crime claims
- property return
- orientation to the criminal justice system
- court escort/court support
- presentations and training for criminal justice agencies and victim service organizations
- public presentations and publicity
- case disposition/case status
- notification of friends and relatives
- employer notification
- restitution assistance

B. **Optional Services** (These services are included to allow centers the latitude to develop services responsive to local needs):

- employer intervention
- creditor intervention

- 1 • child care assistance
- 2 • witness protection
- 3 • temporary restraining order assistance
- 4 • transportation assistance
- 5 • court waiting area
- 6 • funeral arrangements
- 7 • crime prevention information

8 **2. TIME AND PERFORMANCE:**

9 Said services of the **CITY** are to, and the **CITY** certifies did, commence on  
10 October 1, 2021 and shall terminate on September 30, 2022. The **COUNTY** and the  
11 **CITY** can automatically renew this **AGREEMENT** in writing for a successive one-year  
12 period contingent upon the **COUNTY** receiving sufficient grant funds from **Cal OES**.

13 **3. COMPENSATION:**

14 In consideration of the services provided under this **AGREEMENT**, the **COUNTY**  
15 shall allocate to the **CITY**, as a contract sub-grantee, an amount not to exceed  
16 \$2,183,586 for the performance period beginning October 1, 2021 and ending  
17 September 30, 2022.

18 Payments shall constitute full and complete compensation for the **CITY's**  
19 services under this **AGREEMENT**. The **COUNTY** will pay the **CITY** from the funds the  
20 **COUNTY** receives from **Cal OES**. Any such payments shall be contingent upon the  
21 availability of **Cal OES** funds and shall not be charged upon any other **COUNTY** funds.

22 **4. ADMINISTRATION OF AGREEMENT:**

23 A. The District Attorney (**DA**) of the **COUNTY**, or his designated  
24 representative, is designated as the **COUNTY's** Project Director, who shall have full  
25 authority to act for the **COUNTY** in the administration of this **AGREEMENT** consistent  
26 with the provisions contained herein.

1 B. The City Attorney of the **CITY**, or his designated representative, is  
2 designated as the **CITY's** Project Director, who shall have full authority to act for the  
3 **CITY** in the administration of this **AGREEMENT** consistent with the provisions  
4 contained herein.

5 C. The **COUNTY's** Victim Witness Assistance Program and the **CITY's**  
6 Victim Assistance Program will coordinate services and will adhere to all provisions of  
7 the **AGREEMENT** set forth in the grant proposal. Should either of the **PARTIES**  
8 become aware of conflicts or issues of mutual concern, the **PARTIES** agree to meet  
9 and confer to determine the best possible resolution in the interests of the client  
10 population the programs serve.

11 **5. COMPLIANCE WITH LAWS & DIRECTIVES:**

12 All **PARTIES** agree to be bound by all applicable Federal, State and local laws,  
13 ordinances, regulations, and directives as they pertain to the performance of this  
14 **AGREEMENT**. All **PARTIES** agree to comply with the guidelines set forth in the Cal  
15 OES 2021 Subrecipient Handbook, which can be found at [https://www.caloes.ca.gov/  
16 cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications](https://www.caloes.ca.gov/cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications)  
17 and which is incorporated herein to this **AGREEMENT**.

18 **6. DISCRIMINATION:**

19 No person shall, on the grounds of race, sex, creed, color, or natural origin, be  
20 excluded from participation in, or be refused the benefits of, any activities, programs or  
21 employment supported by this **AGREEMENT**.

22 **7. ACCOUNTING:**

23 The **CITY** must establish and maintain on a current basis an adequate  
24 accounting system in accordance with the U.S. General Accounting Office Standards for  
25 audit of governmental organizations, programs, activities and functions issued by the  
26 U.S. General Accounting Office.

1 **8. CHANGES IN AGREEMENT AMOUNT:**

2 The COUNTY reserves the right to reduce the Agreement amount when the  
3 COUNTY's fiscal monitoring indicates that the CITY's rate of expenditure will result in  
4 unspent funds at the end of the program year. Changes in this Agreement amount will  
5 be made after consultation with the CITY. Such changes shall be effective upon written  
6 notice to the CITY and the COUNTY Project Directors.

7 **9. AUDIT PROVISIONS:**

8 The CITY shall comply with the Cal OES 2021 Recipient Handbook, Section  
9 8151.1 (b), in securing a financial audit. The CITY may budget up to one and a half  
10 percent (1.5%) of the total grant award for the financial audit cost. The CITY shall make  
11 available to the COUNTY, the Controller of the State of California, Cal OES and their  
12 authorized representatives for purposes of inspection and audit, any and all of its books,  
13 papers, documents, financial and other records pertaining to the operation of this  
14 AGREEMENT. The aforesaid records shall be available for inspection and audit during  
15 regular business hours throughout the term of this AGREEMENT, and for a period of  
16 five (5) years after the expiration of the term of this AGREEMENT.

17 **10. PROGRAM EVALUATION AND INSPECTION:**

18 The CITY shall permit the COUNTY, and authorized representatives of Cal OES,  
19 to inspect and review its facilities and program operations intermittently upon request by  
20 the COUNTY and Cal OES. Said representatives may monitor the operations of this  
21 AGREEMENT to ensure compliance with all applicable laws and regulations. In the  
22 event that any such inspection reveals a violation of any provision of this AGREEMENT  
23 and the CITY fails to correct any such violation to the satisfaction of the COUNTY within  
24 a reasonable time, not to exceed ten (10) days, the COUNTY may unilaterally terminate  
25 this AGREEMENT by giving the CITY ten (10) days written notice of such termination.

26 ///

1 **11. AUDIT EXCEPTIONS BY COUNTY AND STATE AGENCIES:**

2 The CITY agrees that in the event the program established hereunder is  
3 subjected to audit exceptions by appropriate COUNTY, State or Federal audit agencies,  
4 the CITY shall be responsible for complying with such exceptions and paying the  
5 COUNTY the full amount of the liability incurred by the COUNTY to Cal OES from such  
6 audit exceptions.

7 **12. TERMINATION AND TERMINATION COSTS:**

8 This AGREEMENT may be terminated at any time by either party upon giving  
9 thirty (30) days written notice to the other party. The COUNTY may immediately  
10 terminate this AGREEMENT upon the termination, suspension, discontinuation, or  
11 substantial reduction in Cal OES funding for the Agreement activity. In such event, the  
12 CITY shall be compensated for all services rendered and all associated costs incurred  
13 in accordance with the terms of this AGREEMENT that have not been previously  
14 reimbursed, to the date of said termination to the extent Cal OES funds are available.  
15 All remaining funds not compensated to the CITY by termination of this AGREEMENT  
16 will revert back to the COUNTY. Payment shall be made only upon filing with the  
17 COUNTY, by the CITY, of vouchers evidencing the time expended and said cost  
18 incurred. Said vouchers must be filed with the COUNTY within thirty (30) days of the  
19 date of said termination.

20 **13. INDEPENDENT STATUS:**

21 Both PARTIES hereto in the performance of this AGREEMENT will be acting in  
22 an independent capacity and not as agents, employees, partners, joint venturers, or  
23 associates of one another. The employees or agent of one party shall not be deemed  
24 or construed to be the agent or employees of the other party for any purpose  
25 whatsoever.

26 ///

1 **14. ASSIGNMENT:**

2 No performance of this **AGREEMENT** or any section thereof may be assigned or  
3 subcontracted by the **CITY** without the express written consent of the **COUNTY**, and  
4 any attempt by the **CITY** to assign or subcontract any performance of the terms of this  
5 **AGREEMENT** shall be null and void and shall constitute a material breach of this  
6 **AGREEMENT**.

7 **15. HOLD HARMLESS:**

8 A. Neither the **COUNTY** nor any officer or employee thereof shall be  
9 responsible for any damages or liability occurring by reason of anything done or omitted  
10 to be done by the **CITY**, or in connection with any authority or jurisdiction delegated to  
11 the **CITY** under this **AGREEMENT**. It is understood and agreed that, pursuant to  
12 Government Code Section 895.4, the **CITY** shall fully indemnify and hold the **COUNTY**,  
13 its officers and employees, harmless from any liability occurring by reason of anything  
14 done or omitted to be done by the **CITY** or any officer or employee thereof under or in  
15 connection with any authority or jurisdiction delegated to the **CITY** under this  
16 **AGREEMENT**.

17 B. Neither the **CITY**, nor any officer or employee thereof shall be responsible  
18 for any damage or liability occurring by reason of anything done or omitted to be done  
19 by the **COUNTY** under this **AGREEMENT**. It is understood and agreed that pursuant to  
20 Government Code Section 895.4, the **COUNTY** shall indemnify and hold the **CITY**, its  
21 officers and employees, harmless from any liability imposed by reason of anything done  
22 or omitted to be done by the **COUNTY**, or any officer or employee thereof, under or in  
23 connection with any authority or jurisdiction delegated to the **COUNTY** under this  
24 **AGREEMENT**.

25 ///

26 ///

1 **16. MONITORING:**

2 The **COUNTY** shall have the authority to cause regular monitoring of this  
3 **AGREEMENT** to verify that the **CITY** is operating in accordance with the grant award  
4 and the services to be performed thereto.

5 **17. NOTICES:**

6 Notices and other correspondence shall be sent to the **COUNTY** as follows:

7 **GEORGE GASCÓN**, District Attorney  
8 County of Los Angeles  
9 211 West Temple Street, Suite 1200  
10 Los Angeles, CA 90012-3205

11 Notices and other correspondence shall be sent to the **CITY** as follows:

12 **LEELA KAPUR**, Executive Assistant City Attorney  
13 City of Los Angeles  
14 800 City Hall East  
15 200 North Main Street, 8<sup>th</sup> Floor  
16 Los Angeles, CA 90012-4133

17 **18. WAIVER:**

18 No waiver by the **COUNTY** of any breach of any provision of this **AGREEMENT**  
19 shall constitute a waiver of any other breach or of such provision. Failure of the  
20 **COUNTY** to enforce at any time, or from time to time, any provision of this  
21 **AGREEMENT** shall not be construed as a waiver thereof. The rights and remedies set  
22 forth in this sub-paragraph shall not be exclusive and are in addition to any other rights  
23 and remedies provided by law or under this **AGREEMENT**.

24 **19. ALTERATION OF TERMS:**

25 This writing fully expresses all understandings between the **PARTIES** concerning  
26 the matters covered herein and shall constitute the total Agreement. No addition to, or  
alteration of, the terms of this **AGREEMENT**, whether by written or verbal  
understanding of the **PARTIES**, their officers, employees or agents, shall be valid and

1 effective unless made in the form of a written amendment to this **AGREEMENT** formally  
2 approved and executed by both **PARTIES**.

3 **20. GOVERNING LAW, JURISDICTION AND VENUE:**


4 This **AGREEMENT** shall be governed by, and construed in accordance with, the  
5 laws of the State of California. The **PARTIES** agree and consent to the exclusive  
6 jurisdiction of the courts of the State of California for all purposes regarding this  
7 **AGREEMENT** and further agree and consent that venue of any action brought  
8 hereunder shall be exclusively in the County of Los Angeles.

9 **IN WITNESS WHEREOF**, the **COUNTY** and the **CITY** of Los Angeles enter into  
10 this **AGREEMENT** for the Victim Witness Assistance Program, to be signed by its duly  
11 authorized officers, as of the date set forth below.

12  
13 County of Los Angeles (**COUNTY**)

City of Los Angeles (**CITY**)

14  
15 By \_\_\_\_\_  
16 George Gascón, District Attorney

15 By   
16 Michael N. Feuer, City Attorney

17 Date: \_\_\_\_\_

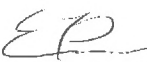
17 Date: 7/21/2021


18  
19 APPROVED AS TO FORM BY  
20 COUNTY COUNSEL:

APPROVED AS TO FORM BY  
CITY COUNSEL:

21 RODRIGO A. CASTRO-SILVA

MICHAEL N. FEUER

22  
23 By   
24 Elizabeth Pennington  
25 Deputy County Counsel

23 By   
24 Barak Vaughn  
25 Deputy City Attorney



## Grant Subaward Contact Information

### Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.



## Grant Subaward Contact Information

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. **Grant Subaward Director:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR  
Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG  
Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

2. **Financial Officer:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR  
Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

3. **Programmatic Point of Contact:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR  
Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG  
Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

4. **Financial Point of Contact:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR  
Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: JOSE A. EGURBIDE Title: CHIEF, CRIMINAL AND SPECIAL LITIGATION BRANCH  
Telephone #: (213) 978-8100 Email Address: JOSE.EGURBIDE@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: MICHAEL N. FEUER Title: CITY ATTORNEY  
Telephone #: (213) 978-8100 Email Address: MIKE.FEUER@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: MICHAEL N. FEUER Title: CITY ATTORNEY  
Telephone #: (213) 978-8100 Email Address: MIKE.FEUER@LACITY.ORG  
Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110



## Grant Subaward Contact Information

### Information and Instructions

Key personnel are the official points of contact for the Grant Subaward, including the individuals identified on this form (per Subrecipient Handbook (SRH) Section 3.005).

Complete all sections of this form using the instructions below. Each individual must have a unique email address specific to them.

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.

1. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Grant Subaward Director** (per SRH Section 3.010).
2. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Officer** (per SRH Section 3.020).
3. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Programmatic Point of Contact** (per SRH Section 3.015).
4. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Financial Point of Contact** (per SRH Section 3.025).
5. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the Implementing Agency (per SRH Section 1.020).
6. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Official Designee** (per SRH Section 3.030) as stated in Section 15 of the Grant Subaward Face Sheet (Cal OES Form 2-101).
7. Provide the name, title, address (including **9-digit** Zip Code), telephone number, and e-mail address for the **Chair** of the **Governing Body** of the Subrecipient, if applicable. This must be direct contact information.



## Grant Subaward Contact Information

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. **Grant Subaward Director:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR

Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG

Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

2. **Financial Officer:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR

Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

3. **Programmatic Point of Contact:**

Name: DEREK TENNELL Title: PROGRAM DIRECTOR

Telephone #: (213) 978-4518, (213) 507-3756 Email Address: DEREK.TENNELL@LACITY.ORG

Address/City/ Zip Code (9-digit): 211 N FIGUEROA ST, STE 100, LOS ANGELES, CA 90012-2639

4. **Financial Point of Contact:**

Name: MICHIKO REYES Title: BUDGET DIRECTOR

Telephone #: (213) 978-7020 Email Address: MICHIKO.REYES@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: JOSE A. EGURBIDE Title: CHIEF, CRIMINAL AND SPECIAL LITIGATION BRANCH

Telephone #: (213) 978-8100 Email Address: JOSE.EGURBIDE@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: MICHAEL N. FEUER Title: CITY ATTORNEY

Telephone #: (213) 978-8100 Email Address: MIKE.FEUER@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: MICHAEL N. FEUER Title: CITY ATTORNEY

Telephone #: (213) 978-8100 Email Address: MIKE.FEUER@LACITY.ORG

Address/City/ Zip Code (9-digit): 200 N MAIN ST, RM 800, LOS ANGELES, CA 90012-4110



## Grant Subaward Signature Authorization Information and Instructions

This form identifies the signatures for the Grant Subaward Director (see Subrecipient Handbook (SRH) Section 3.010) and Financial Officer (see SRH Section 3.020) and allows Subrecipients to designate up to five additional signers for each. **The Grant Subaward Director and Financial Officer are authorizing the additional person(s) identified to sign on their behalf on all Grant Subaward-related matters.**

Complete all sections of the form. **No single individual may be authorized to sign for both the Grant Subaward Director and Financial Officer.** The individuals identified as the Grant Subaward Director and Financial Officer must match the individuals identified on the Grant Subaward Contact Information (Cal OES Form 2-102). **The Grant Subaward Director and Financial Officer must sign this form.**

This form must be submitted as part of the Grant Subaward Application and with a Grant Subaward Modification (Cal OES Form 2-223) if changes are requested during the Grant Subaward performance period.



### Grant Subaward Signature Authorization

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES

Implementing Agency: ATTORNEY'S OFFICE

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

**Grant Subaward Director:**

Printed Name: DEREK TENNELL

Signature: *Derek Tennell*

Date: 04/26/2021

**Financial Officer:**

Printed Name: MICHIKO REYES

Signature: *Michiko Reyes*

Date: 04/26/2021

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: *Angela Moreno*

Printed Name: ANGELA MORENO

Signature: *[Handwritten Signature]*

Printed Name: JOSE A. EGURBIDE

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: *Candy Pabalan*

Printed Name: CANDY L. PABALAN

Signature: *Kellie Tran*

Printed Name: KELLIE TRAN

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that Subrecipients will comply with the following regulations and restrictions:

- State and federal civil rights laws,
- Drug-Free Workplace,
- California Environmental Quality Act,
- Lobbying restrictions,
- Debarment and Suspension requirements,
- Proof of Authority documentation from the city council/governing board, and
- Federal grant fund requirements.

The Applicant is required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES (see Subrecipient Handbook (SRH) Section 1.005 and Section IV. of this form).

**The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form.** For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), with a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the federal program Special Conditions change after the approval of the Grant Subaward.



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

**Grant Subaward Certification of Assurance of Compliance**  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

I, MICHAEL N. FEUER (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds – SRH Sections 14.005**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

- Subrecipient expends \$750,000 or more in federal funds annually.  
 Subrecipient does not expend \$750,000 or more in federal funds annually

**II. Equal Employment Opportunity – SRH Section 2.025**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

**Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.**

EEO Officer: STEPHANIE YBARRA

Title: INTERIM HUMAN RESOURCES DIRECTOR

Address: 200 NORTH MAIN STREET, ROOM 800, LOS ANGELES, CA 90012-4110

Telephone Number: (213) 978-7160

Email Address: STEPHANIE.YBARRA@LACITY.ORG

**III. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The State of California requires that every person or organization receiving a Grant Subaward or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

**V. Lobbying – SRH Sections 2.040 and 4.105**

Grant Subaward funds, property, and funded positions must not be used for any lobbying activities. This includes, but is not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – SRH Section 2.045**

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

**VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055**

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient and the Official Designee. The State of California and Cal OES disclaim responsibility of

any such liability. Furthermore, it is also agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

### **VIII. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

### **IX. Federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Special Conditions**

#### **1. Applicability of Part 200 Uniform Requirements**

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and Subawards ("Subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to

the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Requirements related to System for Award Management and Universal Identifier Requirements

The Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The Subrecipient also must comply with applicable restrictions on Second-Tier Subawards, including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity

identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2020, are set out at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award – (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or

contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt

and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal

award]), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. VOCA Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi->

bin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this Grant Subaward), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

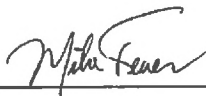
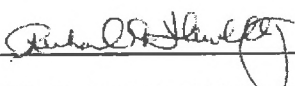
28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the fund.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification; or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	<u></u>
Official Designee's Typed Name:	<u>MICHAEL N. FEUER</u>
Official Designee's Title:	<u>CITY ATTORNEY</u>
Date Executed:	_____
Federal Employer ID #:	<u>95-6000735</u>
Federal DUNS #:	<u>156092066</u>
Current System for Award Management (SAM) Expiration Date:	<u>AUGUST 6, 2021</u>
Executed in the City/County of:	<u>LOS ANGELES</u>
AUTHORIZED BY:	
<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	<u></u>
Typed Name:	<u>RICHARD H. LLEWELLYN, JR.</u>
Title:	<u>CITY ADMINISTRATIVE OFFICER (CITY FINANCIAL OFFICER)</u>



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190			
A. Personnel Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VWA0	Total Amt. Allocated
<b>Grant Period: October 1, 2021 to September 30, 2022</b>					
<b>1 Administrative Coordinator IV (AC IV) @ 50%</b>					
12 months x 13,230.96 x 50% = 79,386					
Annual Salary 79,386		886	0	78,500	
Employee Benefits CAP 41 @ 43.580% 34,596		592	0	34,004	
Sub-Total <b>113,982</b>					113,982

The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator II (AC II) and 14 Victim Service Coordinators (VSCs). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES)); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.

<b>1 Administrative Coordinator II (AC II) @ 100%</b>					
(50% @ Direct Victim Services)					
12 months x 7,931.07 x 100% = 95,173					
Annual Salary 95,173		45,000	42,800	7,373	
Employee Benefits CAP 41 @ 43.580% 41,476		29,083	10,835	1,558	
Sub-Total <b>136,649</b>					136,649

The Administrative Coordinator II (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 13 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's CalVCB case records; assisting the Program Director with 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; and analyzing existing and proposed legislation and proposing recommendations.

##	75,561	53,635	121,435	250,631
----	--------	--------	---------	---------



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190																													
A. Personnel Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VWAO	Total Amt. Allocated																										
<b>18 Victim Service Coordinator (VSC) @ 100%</b>																															
12 months x 5,312.74 x 100% =	1,147,552																														
Annual Salary	1,147,552	584,360	518,244	44,948																											
Employee Benefits CAP 41 @ 43.580%	500,103	246,982	220,000	33,121																											
Sub-Total	<b>1,647,655</b>				1,647,655																										
<p>The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen of which are located in LAPD Divisions, four will be located in the City Attorney Branch locations, and one VSC located in our VAP Central Office. All VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, 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.</p>																															
<b>Total Salaries</b>		<b>1,322,111</b>																													
<b>Total Employee Benefits CAP 41 @ * 43.58%</b>		<b>576,175</b>																													
<b>Total Salaries and Employee Benefits</b>		<b>\$1,898,286</b>																													
<table border="1"> <thead> <tr> <th colspan="2">Employee Benefits (CAP 41) Breakdown</th> </tr> </thead> <tbody> <tr> <td>Retirement (Civilians)</td> <td>23.00%</td> </tr> <tr> <td>Flex Benefits Program</td> <td>12.01%</td> </tr> <tr> <td>Employee Assistance</td> <td>0.01%</td> </tr> <tr> <td>Ordinance Life Insurance</td> <td>0.01%</td> </tr> <tr> <td>Medicare</td> <td>1.36%</td> </tr> <tr> <td>Union Sponsored Benefits</td> <td>0.01%</td> </tr> <tr> <td>Unused Sick/Vacation Payout</td> <td>1.31%</td> </tr> <tr> <td>Unemployment Claims</td> <td>0.01%</td> </tr> <tr> <td>Worker's Compensation</td> <td>1.07%</td> </tr> <tr> <td><b>Subtotal</b></td> <td><b>38.79%</b></td> </tr> <tr> <td>    Carry Forward, Positive</td> <td>4.79%</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>43.58%</b></td> </tr> </tbody> </table>						Employee Benefits (CAP 41) Breakdown		Retirement (Civilians)	23.00%	Flex Benefits Program	12.01%	Employee Assistance	0.01%	Ordinance Life Insurance	0.01%	Medicare	1.36%	Union Sponsored Benefits	0.01%	Unused Sick/Vacation Payout	1.31%	Unemployment Claims	0.01%	Worker's Compensation	1.07%	<b>Subtotal</b>	<b>38.79%</b>	Carry Forward, Positive	4.79%	<b>TOTAL</b>	<b>43.58%</b>
Employee Benefits (CAP 41) Breakdown																															
Retirement (Civilians)	23.00%																														
Flex Benefits Program	12.01%																														
Employee Assistance	0.01%																														
Ordinance Life Insurance	0.01%																														
Medicare	1.36%																														
Union Sponsored Benefits	0.01%																														
Unused Sick/Vacation Payout	1.31%																														
Unemployment Claims	0.01%																														
Worker's Compensation	1.07%																														
<b>Subtotal</b>	<b>38.79%</b>																														
Carry Forward, Positive	4.79%																														
<b>TOTAL</b>	<b>43.58%</b>																														
*Approved CAP 41 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services																															
##		831,342	738,244	78,069	1,647,655																										
Personnel Costs Fund Source Totals - from Page 1 to 2		906,903	791,879	199,504	1,898,286																										
<b>PERSONNEL COSTS CATEGORY TOTAL</b>					<b>\$1,898,286</b>																										





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES	Grant Subaward #: VW21 40 0190			
C. Equipment Costs - Line-item description and calculation	2019 VOCA	2020 VOCA	2021 VWA0	Total Amt. Allocated
<b>Fund Source Totals</b>	1,075,000	886,920	221,666	\$2,183,586



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190				
A. Personnel Costs - Line-item description and calculation		2019 VOCA	2020 VOCA	2021 VCGF	2021 VWA0	Total Amt. Allocated
<b>Grant Period: October 1, 2021 to September 30, 2022</b>						
<b>1 Administrative Coordinator IV (AC IV) @ 50%</b>						
<i>1st Quarter from October through December</i>						
3 months x 13,230.96 x 50% =	19,846	19,846	0	0	0	
Employee Benefits CAP 41 @ 43.580%	8,649	8,649	0	0	0	
<b>Oct to Dec Salary and Employee Benefits</b>	<b>28,495</b>					28,495
<i>2nd Quarter from January through March</i>						
3 months x 13,230.96 x 50% =	19,846	19,846	0	0	0	
Employee Benefits CAP 41 @ 43.580%	8,649	8,649	0	0	0	
<b>Jan to Mar Salary and Employee Benefits</b>	<b>28,495</b>					28,495
<i>3rd Quarter from April through June</i>						
3 months x 13,230.96 x 50% =	19,846	0	0	13,330	6,516	
Employee Benefits CAP 41 @ 43.580%	8,649	0	0	5,809	2,840	
<b>Apr to Jun Salary and Employee Benefits</b>	<b>28,495</b>					28,495
<i>4th Quarter from July through September</i>						
3 months x 13,230.96 x 50% =	19,846	0	9,179	10,667	0	
Employee Benefits CAP 41 @ 43.580%	8,649	0	4,000	4,649	0	
<b>Jul to Sep Salary and Employee Benefits</b>	<b>28,495</b>					28,495
Annual Salary	79,384					
Annual Employee Benefits	34,596					
<b>Annual Salary and Employee Benefits</b>	<b>113,980</b>					
<p>The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator II (AC II) and 18 Victim Service Coordinators (VSCs). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES)); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.</p>						
##		56,990	13,179	34,455	9,356	113,980





**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW21 40 0190				
A. Personnel Costs -		2019	2020	2021	2021	Total Amt. Allocated
Line-item description and calculation		VOCA	VOCA	VCGF	VWA0	
<b>18</b>	<b>Victim Service Coordinator (VSC) @ 100%</b>					
	<i>1st Quarter from October through December</i>					
	3 months x 5,312.74 x 100% =	286,888	0	0	0	
	Employee Benefits CAP 41 @ 43.580%	125,026	0	0	0	
	Oct to Dec Salary and Employee Benefits	<u>411,914</u>				411,914
	<i>2nd Quarter from January through March</i>					
	3 months x 5,312.74 x 100% =	286,888	0	0	0	
	Employee Benefits CAP 41 @ 43.580%	125,026	0	0	0	
	Jan to Mar Salary and Employee Benefits	<u>411,914</u>				411,914
	<i>3rd Quarter from April through June</i>					
	3 months x 5,312.74 x 100% =	286,888	0	192,690	94,198	
	Employee Benefits CAP 41 @ 43.580%	125,026	0	83,974	41,052	
	Apr to Jun Salary and Employee Benefits	<u>411,914</u>				411,914
	<i>4th Quarter from July through September</i>					
	3 months x 5,312.74 x 100% =	286,888	132,692	154,196	0	
	Employee Benefits CAP 41 @ 43.580%	125,026	57,827	67,199	0	
	Jul to Sep Salary and Employee Benefits	<u>411,914</u>				411,914
	Annual Salary	1,147,552				
	Annual Employee Benefits	500,104				
	Annual Salary and Employee Benefits	<u>1,647,656</u>				
	<b>Total Salaries</b>	<b>1,322,108</b>				
	<b>Total Employee Benefits CAP 41 @ * 43.58%</b>	<b>576,176</b>				
	<b>Total Salaries and Employee Benefits</b>	<b>\$1,898,284</b>				
##		823,828	190,519	498,059	135,250	1,647,656

The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen VSCs are located in LAPD Divisions, and five VSCs located in branches of City of Los Angeles Attorney's Office. All VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, 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.



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES	Grant Subaward #: VW21 40 0190																														
A. Personnel Costs - Line-item description and calculation	2019 VOCA	2020 VOCA	2021 VCGF	2021 VWA0	Total Amt. Allocated																										
<table border="1"> <thead> <tr> <th colspan="2">Employee Benefits (CAP 41) Breakdown</th> </tr> </thead> <tbody> <tr> <td>Retirement (Civilians)</td> <td>23.00%</td> </tr> <tr> <td>Flex Benefits Program</td> <td>12.01%</td> </tr> <tr> <td>Employee Assistance</td> <td>0.01%</td> </tr> <tr> <td>Ordinance Life Insurance</td> <td>0.01%</td> </tr> <tr> <td>Medicare</td> <td>1.36%</td> </tr> <tr> <td>Union Sponsored Benefits</td> <td>0.01%</td> </tr> <tr> <td>Unused Sick/Vacation Payout</td> <td>1.31%</td> </tr> <tr> <td>Unemployment Claims</td> <td>0.01%</td> </tr> <tr> <td>Worker's Compensation</td> <td>1.07%</td> </tr> <tr> <td><b>Subtotal</b></td> <td><b>38.79%</b></td> </tr> <tr> <td>Carry Forward, Positive</td> <td>4.79%</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>43.58%</b></td> </tr> </tbody> </table>						Employee Benefits (CAP 41) Breakdown		Retirement (Civilians)	23.00%	Flex Benefits Program	12.01%	Employee Assistance	0.01%	Ordinance Life Insurance	0.01%	Medicare	1.36%	Union Sponsored Benefits	0.01%	Unused Sick/Vacation Payout	1.31%	Unemployment Claims	0.01%	Worker's Compensation	1.07%	<b>Subtotal</b>	<b>38.79%</b>	Carry Forward, Positive	4.79%	<b>TOTAL</b>	<b>43.58%</b>
Employee Benefits (CAP 41) Breakdown																															
Retirement (Civilians)	23.00%																														
Flex Benefits Program	12.01%																														
Employee Assistance	0.01%																														
Ordinance Life Insurance	0.01%																														
Medicare	1.36%																														
Union Sponsored Benefits	0.01%																														
Unused Sick/Vacation Payout	1.31%																														
Unemployment Claims	0.01%																														
Worker's Compensation	1.07%																														
<b>Subtotal</b>	<b>38.79%</b>																														
Carry Forward, Positive	4.79%																														
<b>TOTAL</b>	<b>43.58%</b>																														
<p>*Approved CAP 41 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services</p>																															
##	0	0	0	0	0																										
Personnel Costs Fund Source Totals - from Page 1 to 4	949,142	219,499	573,821	155,822	1,898,284																										
<b>PERSONNEL COSTS CATEGORY TOTAL</b>					<b>\$1,898,284</b>																										



## Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

### VICTIM ASSISTANCE PROGRAM (VAP)

The funding received from the grant pays for the salaries of 19.5 employees:

- One Administrative Coordinator IV (AC IV) at 50% for 12 months
- One Administrative Coordinator II (AC II) at 100% for 12 months
- Eighteen Victim Service Coordinators (VSCs) at 100% for 12 months

All advocates meet the minimum entry-level standards consistent with the goal of increased competency of victim witness personnel. Thirteen of the 18 VSCs have completed the forty-hour "Entry-Level Victim Advocate Mandatory Training." Eight of the 18 VSCs have completed the "Advanced-Level Victim Advocate Training".

The eighteen VSCs will be assigned to work in one of the twenty-one field offices located throughout the City. Twelve of them are located directly in Los Angeles Police Department Divisions and eight are located in branches of the Los Angeles City Attorney.



## Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

The VSCs provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes).

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 State Crime Victim Compensation claims
- Recruitment, training, and supervision of program volunteers
- Program presentations
- Community outreach



## Grant Subaward Budget Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

The funds will also be used to pay for the following operating expenses that are necessary to support the stated objectives and activities:

- Indirect costs (Approved CAP 41)
- Cellphones for 19.5 full-time equivalent (FTE) staff
- Office Supplies, including general office supplies for 19.5 FTE VSCs
- Office Supplies, laptops, software and smart devices
- Printing publications and outreach
- Victim Emergency Fund
- Victim Witness Assistance Database Program
- Training and Travel, including Virtual Training

Funding received for this grant will cover expenses during the corresponding grant period, October 1, 2021 through September 30, 2022.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

---

### VICTIM ASSISTANCE PROGRAM (VAP)

#### PROBLEM STATEMENT

A problem statement is not required for VW21 40 0190.

#### PLAN

The objective of the Victim Witness Assistance (VW) Program is to provide mandated services crisis intervention, emergency assistance resource and referral assistance, direct counseling, assistance with California Victim Compensation Board Claims, property return, orientation to the criminal justice system, court escort, presentation and training for criminal justice agencies, public presentations and publicity, case status, family/friend notification, employer notification/intervention, and restitution.

Through VW Program grant funds (October 1, 2021 – September 30, 2022), will provide assistance to individuals impacted by crime. The program will provide comprehensive services to victims and witnesses of the following crimes: victims of domestic violence, sexual assault, child abuse, robbery/assaults, surviving family members of homicide victims, drunk driving and hit & run victims, hate



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

crimes, and elder abuse in the City of Los Angeles. When victims are referred to the VW Program staff, contact is made with the victim to assess their needs and provide needed services at the time of, or will immediately arrange for, the provision of these services by local agencies. Emergency services pertaining to the victims' immediate material needs, including the provision of emergency food, clothing, lodging, or transportation, are arranged upon request or when deemed necessary.

The VW Program sets a yearly goal to maintain collaborative working relationships with its partnering agencies, and with the Los Angeles Police Department (LAPD), to provide needed services to victims in the community. VW Program staff regularly attend the LAPD Roll Call Meetings (held daily) and work in conjunction with the LAPD in the planning and preparation to provide and services to the community. The VW Program networks with various government and community-based agencies. Additionally, the VW Program maintains an active Letter of Agreement with LAPD, University Corporation dba Strength United, Peace Over Violence (POV), Loved Ones Victim Services



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

---

(LOVS), and Mothers Against Drunk Driving (MADD) establishing a formal system of networking and coordinating services to victims in the community.

Positive working relationships with these community agencies and organizations will yield formation of additional contacts within the community dedicated to supporting victims of crime, as well as building trust among individuals in the Los Angeles area.

When necessary, VW Program staff will continue providing emotional support to victims through crisis intervention or referrals for group treatment/support and therapy through appropriate agency referrals. Providing emotional support to victims is especially important in helping relieve anxiety and/or confusion concerning the criminal justice system process.

VW Program staff will continue to provide victims with both verbal and printed information about the procedures and function of the criminal justice system, victims' rights, referrals to other victim service providers, and referrals to services that offer support related to U-Visas, temporary restraining orders, custody assistance, address confidentiality programs, etc. VW Program staff will continue to provide criminal justice system services, including: court support;



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

criminal case information and directions to the courtroom; help with the victim impact statement during criminal court proceeding; assistance to victims in obtaining court-ordered restitution; information and assistance on the release of property held as evidence; intervention with an employer on the victim's behalf; and assistance to victims and/or family members of victims in filing for the State of California Victims of Crime Compensation Application for financial reimbursement of their eligible losses (such as medical/dental bills, relocation, and funeral/burials) incurred from injuries/death suffered due to the crime. Staff will continue to help victims in extremely dire situations, through emergency financial assistance in the form of petty cash. Providing these services to the community will improve trust and culturally competent support in the criminal justice system.

Program brochures providing information on services available to victims. Crime victims may also request information and services through the City's Victim Assistance Program website ([www.helpLAcimevictims.org](http://www.helpLAcimevictims.org)), smartphone mobile application (available on Google Play or App Store), or through direct e-mail communications with staff.



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

The City of Los Angeles does not discriminate on the basis of disability and complies with the Americans with Disabilities Act (ADA). Upon request, the City of Los Angeles will continue to provide reasonable accommodation to ensure equal access to its programs, services, and activities to individuals (victims and staff) with disabilities (including physical, vision, and/or hearing impaired). Examples of accommodation may include use of written materials, sign language interpreters, assistive listening devices, or other auxiliary aids and/or services will be provided upon request. To ensure availability, requests are encouraged to be made at least three working days or 72 hours in advance of the event or meeting date.

### **Distribution of Funds:**

During (FY 2021-2022) grant funds will be used to pay for the salary and benefits of one (1) Administrative Coordinator IV, one (1) Administrative Coordinator II, eighteen (18) full-time victim service coordinator positions, and basic operational expenses such as office supplies, training and travel, emergency funds, victim/witness database (case management program), and indirect costs. The AC IV, AC II, and one (1) VW staff are assigned full-time to the



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Central Office located at 221 North Figueroa Street, Suite #100, Los Angeles, CA 90012; one (1) VW Strength United Family Justice Center located at 14651 Oxnard street, Van Nuys, CA; twelve (12) full-time staff are located directly in Los Angeles Police Department Divisions (77<sup>th</sup>, Devonshire, Foothill, Harbor, Hollenbeck, Newton, Northeast, North Hollywood, Olympic, Rampart, Southeast, Southwest, Wilshire); and four (4) full time staff will be located to the City Attorney Branch Operations (Central/Metro Branch, Van Nuys/North Hollywood Branch, and Pacific/Harbor Branch) to provide program services.

Funds from the grant will be used to enhance victim access to VAP advocates throughout the City by continuing to staff LAPD divisions.

### **CAPABILITIES**

The City has 42 years of experience in providing comprehensive services to victims of all types of crimes in Los Angeles. City Attorney VW Program Coordinators are certified by the State of California and have the knowledge, skills, training and experiences in all areas of victim advocacy including: crisis intervention, court support, orientation to the criminal justice system and victims' rights, victim centered and trauma informed supportive care case



## Grant Subaward Programmatic Narrative

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

management, and knowledge of governmental and community resources and the California Victim Compensation Board (CalVCB). Over the years, the City Attorney's VW Program has developed and built strong working relationships with law enforcement, prosecutors, governmental/community based agencies and organizations, schools, hospitals, victim service providers, inter-faith and other community groups. This collaborative working relationship has allowed the program to capably deliver needed services to victims.

The Los Angeles City Attorney's Office VW Program staff and volunteers use a standardized performance measurement tool to maintain statistical data on the number of victims assisted and types of services provided to each victim. Data is submitted to Los Angeles County quarterly, to measure and report the effectiveness of the project in meeting its goals and objectives. Increases to the reported number of services being provided each year will indicate the success of the project's ability to meeting its goals and objectives.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

**Subrecipient** CITY OF LOS ANGELES ATTORNEY'S OFFICE **Duns#** 156092066 **FIPS#** \_\_\_\_\_  
**Disaster/Program Title:** VICTIM WITNESS ASSISTANCE (VW) PROGRAM [a.k.a. VICTIM ASSISTANCE PROGRAM (VAP)]  
**Performance Period:** 10/01/21 to 09/30/22 **Subaward Amount Requested:** \$ 2,183,586  
**Type of Non-Federal Entity (Check Box):**  State Gov.  Local Gov.  JPA  Non-Profit  Tribe

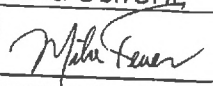
Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, grant manager is the individual who has primary responsibility for day-to-day administration of the grant, bookkeeper/accounting staff means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and organization refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 10,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	3-5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

**Signature: (Authorized Agent)**  **Date:** 05/20/2021  
**Print Name and Title:** MICHAEL N. FEUER, CITY ATTORNEY **Phone Number:** (213) 978-8100  
**Cal OES Staff Only: SUBAWARD #** \_\_\_\_\_



## Grant Subaward Service Area Information Information and Instructions

This form identifies the areas served by the Grant Subaward. Complete all sections of the form using the directions below. This form must be submitted as part of the Grant Subaward Application.

1. **County or Counties Served:** Enter the name or names of the counties served by the Grant Subaward and the county where the principal office for the Grant Subaward is located.
2. **U.S Congressional District(s) Served:** Enter the number(s) of the U.S. Congressional District(s) served by the Grant Subaward and the U.S. Congressional District number for where the principal office for the Grant Subaward is located.
3. **State Assembly District(s) Served:** Enter the number(s) of the State Assembly District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
4. **State Senate District(s) Served:** Enter the number(s) of the State Senate District(s) served by the Grant Subaward and the number for where the principal office for the Grant Subaward is located.
5. **Population of Service Area:** Enter the total population of the area served by the Grant Subaward.



## Grant Subaward Service Area Information

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

1. County or Counties Served:  
LOS ANGELES

County where principal office is located: LOS ANGELES

2. U.S. Congressional District(s) Served:  
23, 25, 26, 27, 28, 29, 30, 32, 33, 34\*, 35, 37, 38, 39, 40, 43, 44, 47

U.S. Congressional District where principal office is located: 34

3. State Assembly District(s) Served:  
36, 38, 39, 41, 43, 44, 45, 46, 48, 49, 50, 51\*, 52, 53\*, 54, 55, 57, 58, 59\*, 62, 63, 64,  
66, 70

State Assembly District where principal office is located: 51

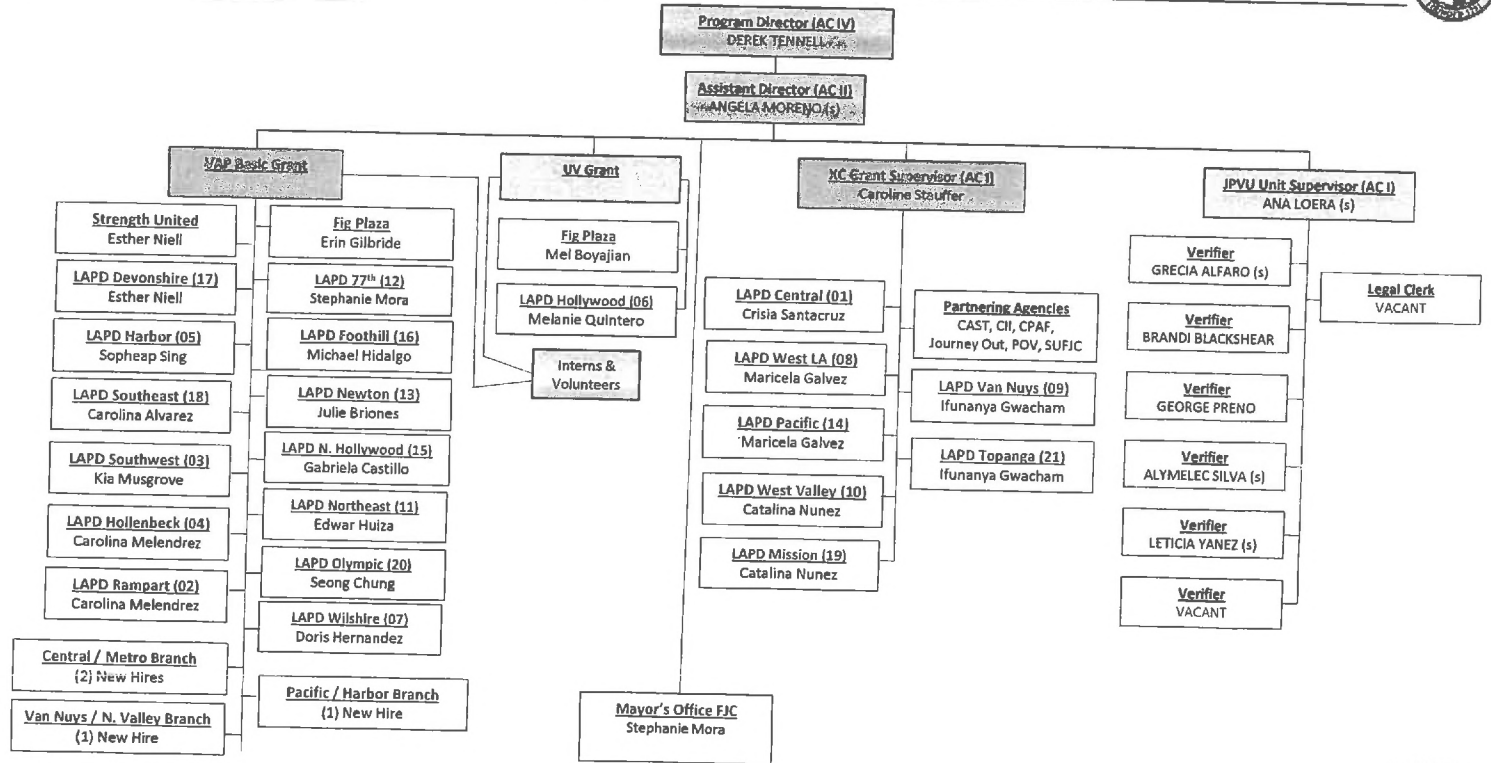
4. State Senate District(s) Served:  
18, 20, 21, 22, 24\*, 25, 26, 27, 29, 30, 32, 33, 34, 35

State Senate District where principal office is located: 24

5. Population of Service Area: 4,086,720 (2020 estimate)



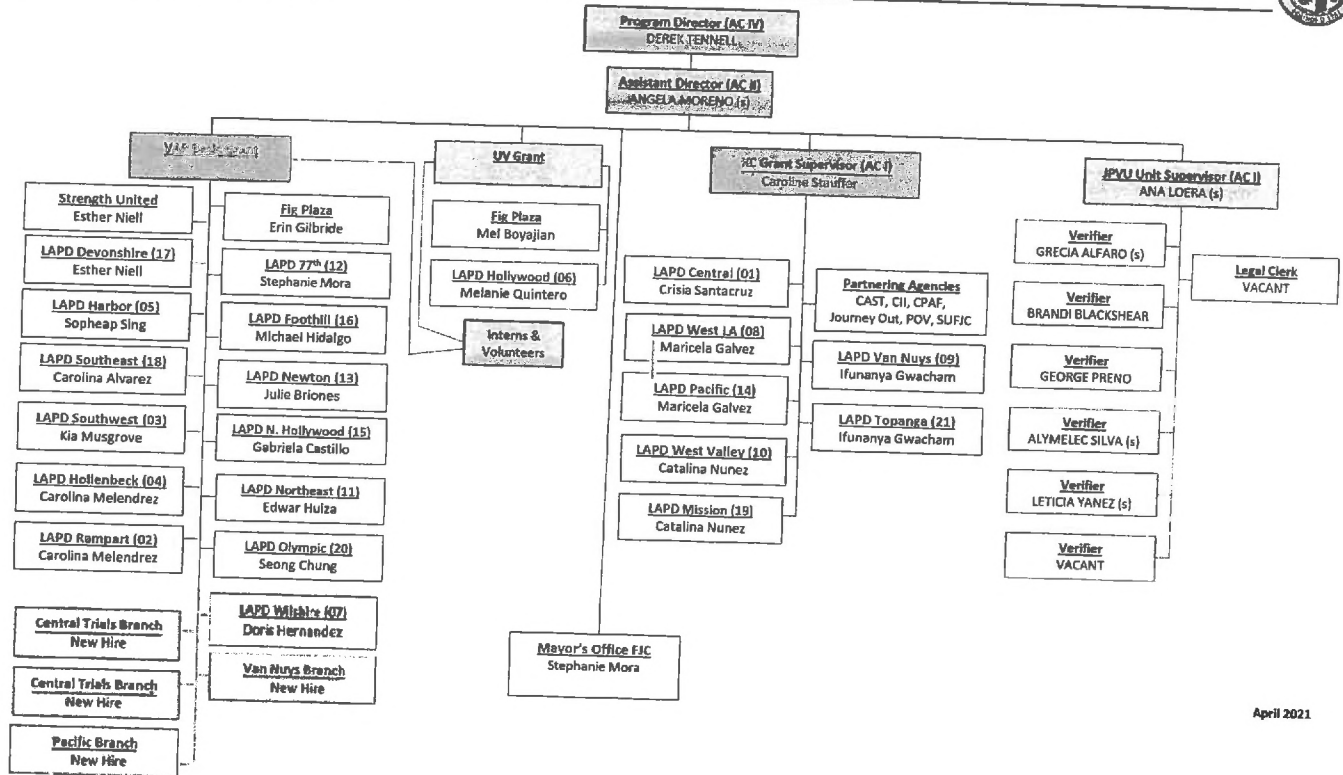
# ORGANIZATIONAL CHART





**VAP** Victim Assistance Program

# ORGANIZATIONAL CHART





OFFICE OF THE LOS ANGELES CITY ATTORNEY  
**VICTIM ASSISTANCE PROGRAM**  
 Public Roster (Updated 01-25-21)



**DEREK TENNELL**, Program Director Desk: (213) 978-4537  
**ANGELA MORENO**, Assistant Program Director Desk: (213) 978-4537  
**ANA LOERA**, JPVU Supervisor Desk: (818) 374-9880  
**CAROLINE STAUFFER**, XC Supervisor Desk: (213) 215-5443

**CENTRAL OFFICE - ADVOCATES**  
**ERIN GILBRIDE**

**CENTRAL OFFICE**  
 221 N. Figueroa St., Suite 100  
 Los Angeles, CA 90012  
 Phone: (213) 978-4537  
 FAX: (213) 482-6544  
 Mail Stop : #1406  
[www.help4crimevictims.org](http://www.help4crimevictims.org)

**CENTRAL OFFICE - LGBT PROGRAM ADVOCATE**  
**MEL BOYAJIAN (s)**

**77TH AREA LAPD (#20) - Mail Stop #411**  
 Council Districts Served: 8, 9  
 7600 South Broadway St. Main: (323) 786-5413  
 Los Angeles, CA 90003 Fax: (323) 786-5577  
**STEPHANIE MORA (s)**

**HOLLYWOOD AREA LAPD (#16) - Mail Stop #406**  
 Council Districts Served: 4, 13  
 1358 Wilcox Ave. Main: (213) 972-2909  
 Los Angeles, CA 90028 Fax: (323) 957-6489  
**MELANIE QUINTERO (s)**

**SOUTHEAST LAPD (#16) - Mail Stop #436**  
 Council Districts Served: 8, 9, 15  
 145 W. 108th St. Main: (213) 972-1045  
 Los Angeles, CA 90061 Fax: (213) 972-7919  
**CAROLINA ALVAREZ (s)**

**CENTRAL/CENTRAL TRAFFIC (#16) - Mail Stop #433**  
 Council Districts Served: 1, 14  
 251 E. Sixth St. Main: (213) 486-0765  
 Los Angeles, CA 90014 Fax: (213) 485-1942  
**CRISIA SANTACRUZ (s)**

**MISSION AREA LAPD (#16) - Mail Stop #400-121**  
 Council Districts Served: 2, 6, 7  
 11121 Sepulveda Blvd Main: (818) 838-9954  
 Mission Hills, CA 91345 Fax: (818) 838-9888  
**CATALINA NUNEZ (s)**

**SOUTHWEST AREA LAPD (#16) - Mail Stop #413**  
 Council Districts Served: 8, 9, 10  
 1546 West Martin Luther King Blvd Main: (213) 369-1617  
 Los Angeles, CA 90062 Fax: (213) 485-8152  
**KIA MUSGROVE (s)**

**DEVONSHIRE AREA LAPD (#19) - Mail Stop #401**  
 Council Districts Served: 3, 12  
 10250 Etiwanda Ave. Main: (818) 832-1769  
 Northridge, CA, 91325 Fax: (818) 832-0508  
**ESTHER NIELL (s)**

**NEWTON AREA LAPD (#21) - Mail Stop #408**  
 Council District Served: 9, 14  
 3400 South Central Ave. Main: (323) 846-5374  
 Los Angeles, CA 90011 Fax: (323) 846-6586  
**JULIE BRIONES (s)**

**TOPANGA AREA LAPD (#16) - Mail Stop #400-1011**  
 Council Districts Served: 3, 12  
 21501 Schoenborn St. Main: (818) 756-3363  
 Canoga Park, CA, 91304 Fax: (818) 756-5858  
**IFUNANYA GWACHAM (f)**

**FJC Central Bureau (#16) - Mail Stop #1406**  
 Council District Served: 14  
 1801 Marengo St. Main: (323) 226-1453  
 Los Angeles, CA 90033 Fax: (213) 482-6544  
**STEPHANIE MORA (s)**

**NO. HOLLYWOOD AREA LAPD (#23) - Mail Stop #409**  
 Council Districts Served: 2, 4  
 11640 Burbank Blvd. Main: (818) 754-8421  
 North Hollywood, CA 91601 Fax: (818) 623-4121  
**GABRIELA CASTILLO (s)**

**VAN NUYS AREA LAPD (#16) - Mail Stop #415**  
 Council Districts Served: 2, 4, 6  
 6240 Sylmar Ave. Main: (818) 374-0032  
 Van Nuys, CA 91401 Fax: (818) 374-1955  
**IFUNANYA GWACHAM (f)**

**FJC Valley Bureau (#19) - Mail Stop #1406**  
 Council District Served: 6  
 14651 Oxnard St. Main: (818) 933-9497  
 Van Nuys, Ca 91411 Fax: (818) 787-9750  
**ESTHER NIELL (s)**

**NORTHEAST AREA LAPD (#22) - Mail Stop #404**  
 Council Districts Served: 1, 4, 13, 14  
 3353 San Fernando Road Main: (323) 561-3412  
 Los Angeles, CA 90065 Fax: (323) 982-9563  
**EDWAR HUIZA (s)**

**WEST LOS ANGELES AREA LAPD (#21) - Mail Stop #417**  
 Council Districts Served: 4, 5, 10, 11  
 1663 Butler Ave. Main: (310) 444-1534  
 Los Angeles, CA 90025 Fax: (310) 444-0796  
**MARICELA GALVEZ (s)**

**FOOTHILL AREA LAPD (#16) - Mail Stop #402**  
 Council Districts Served: 2, 6, 7  
 12760 Osborne St. Main: (818) 834-3104  
 Pacoima, CA, 91331 Fax: (818) 756-9449  
**MICHAEL HIDALGO (s)**

**OLYMPIC AREA LAPD (#321) - Mail Stop #400-1130**  
 Council Districts Served: 1, 10, 13  
 1130 South Vermont Ave. Main: (213) 382-6654  
 Los Angeles, CA 90006 Fax: (213) 382-6671  
**SEONG CHUNG (k)**

**WEST VALLEY AREA LAPD (#16) - Mail Stop #418**  
 Council Districts Served: 3, 5, 6, 12  
 19020 Vanowen St Main: (818) 374-7849  
 Reseda, CA 91335 Fax: (818) 374-7735  
**CATALINA NUNEZ (s)**

**HARBOR AREA LAPD (#18) - Mail Stop #403**  
 Council District Served: 15  
 2175 John S. Gibson Blvd. Main: (310) 726-7786  
 San Pedro, CA 90731 Fax: (310) 726-7980  
**SOPHEAP SING (f)**

**PACIFIC AREA LAPD (#16) - Mail Stop #416**  
 Council District Served: 11  
 12312 Culver Blvd. Main: (310) 482-6425  
 Los Angeles, CA, 90066 Fax: (310) 482-6341  
**MARICELA GALVEZ (s)**

**WILSHIRE AREA LAPD (#25) - Mail Stop #419**  
 Council Districts Served: 5, 10  
 4861 Venice Blvd. Main: (213) 922-8238  
 Los Angeles, CA 90019 Fax: (213) 473-0453  
**DORIS HERNANDEZ (s)**

**HOLLENBECK AREA LAPD (#103) - Mail Stop #405**  
 Council Districts Served: 1, 14  
 2111 E. First Street Main: (323) 342-4103  
 Los Angeles, CA 90033 Fax: (323) 342-4167  
**CAROLINA MELENDREZ (s)**

**RAMPART AREA LAPD (#16) - Mail Stop #410**  
 Council Districts Served: 1, 13  
 1401 W Sixth Street Main: (213) 484-3475  
 Los Angeles, CA 90017 Fax: (213) 484-3455  
**CAROLINA MELENDREZ (s)**

**Verifiers**  
**ALYMELEC R. SILVA (s)**  
**BRANDI DEAN**  
**GEORGE PRENO**  
**GRECIA ALFARO (s)**

**JP Verification Unit**  
 P.O. Box 350 Van Nuys, CA 91401  
 Phone: (818) 374-9880  
 FAX: (818) 374-9819  
 Mail Stop: #279

**Support Staff**  
 VACANT



## **Operational Agreement Summary**

### Information and Instructions

Operational Agreements (OA) (also referred to as a Memorandum of Understanding (MOU)) are a formal agreement, without the exchange of money, between a Subrecipient and one or more participating agency(ies)/organization(s). The OA reflects the roles each agency/organization will play in achieving the goals and objectives of the Grant Subaward.

Many programs require OAs. In such instances, the RFA or RFP will provide instructions concerning the agencies/organizations for which the Subrecipient must have an OA. In addition to any programmatic OA requirements, Subrecipients are encouraged to establish an OA with any agency/organization that will be an active participant in the implementation of the Grant Subaward.

The Operational Agreement Summary is a list of active OAs, meeting the requirements of Subrecipient Handbook Section 7.005, that a Subrecipient has with participating agencies/organizations.

Complete all sections of the form and include, at a minimum, all OAs required by the RFA or RFP. If necessary, use additional forms to show all OAs.

This form must be submitted as part of the Grant Subaward Application when required by the RFA or RFP and/or with a Grant Subaward Modification (Cal OES Form 2-223), if changes are requested during the Grant Subaward performance period.



### Operational Agreement Summary

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. UNIVERSITY COPORATION dba STRENGTH UNITED	06/27/2019	01/01/19 to 12/31/22
2. LOS ANGELES POLICE DEPARTMENT (LAPD)	10/01/2018	10/01/18 to 06/30/22
3. PEACE OVER VIOLENCE (POV)	12/21/2020	06/01/20 to 06/30/23
4. LOVED ONES VICTIM SERVICES (LOVS)	06/01/2020	10/01/20 to 10/31/21
5. MOTHERS AGAINST DRUNK DRIVING (MADD)	04/01/2018	04/01/19 to 06/30/21
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____

**Office of the Los Angeles City Attorney  
Victim Assistance Program (VAP)  
Duty Statements  
Federal Fiscal Year 2021-22**

The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator II (AC II) and 18 Victim Service Coordinators (VSCs). The VSCs are located in 21 branch offices throughout the City, twelve of which are assigned to Los Angeles Police Department (LAPD) stations and eight are located in branches of the Los Angeles City Attorney's Office (LACA). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES)); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local

law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.

The Administrative Coordinator II (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 21 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's California Victim Compensation Board (CalVCB) case records; assisting the Program Director with 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; and analyzing existing and proposed legislation and proposing recommendations.

The Victim Service Coordinators (VSCs) are assigned to one of 21 VAP staffed offices throughout the City, twelve of which are located in LAPD Divisions. All

VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes).

Program activities and services provided include:

1. Crisis intervention counseling
2. Emergency assistance
3. Follow-up counseling
4. Resource referrals
5. Criminal justice orientation and court support
6. Criminal court case information
7. Restitution and victim impact statement assistance
8. Assistance in filing for the California Victims of Crime Compensation claims
9. Recruit, train and supervise program volunteers
10. Program presentations



## **Petty Cash Victim Fund Certification**

### Information and Instructions

A Petty Cash Victim Fund is a small amount of discretionary funds, in the form of cash, used for disbursements for unforeseen financial intervention paid directly to the victim. Subrecipients providing direct victim services may budget up to two percent of the total Grant Subaward cost for petty cash.

Due to the nature of the Petty Cash Victim Fund, it is necessary that safeguards and accountability of the funds be maintained (see Subrecipient Handbook Section 4.040).

Complete all sections of the form, including identifying limits for disbursements. This form is only required if Petty Cash Victim Fund is a line item on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b). Both the Grant Subaward Director and Financial Officer, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Petty Cash Victim Fund Certification

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Victim Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds to victims from the Petty Cash Victim Fund will rest with the Grant Subaward Director and Financial Officer, or those identified on the Grant Subaward Signature Authorization Form (Cal OES Form 2-103),
- The identification and signature of the victim and the employee disbursing the fund, the date, the amount, and the reason for the request will be tracked,
- The amount of each disbursement will not exceed \$ 100,
- The number of disbursements an individual victim may receive is limited to 1 per Subrecipient's fiscal year, and
- All funds not disbursed to victims during the Grant Subaward performance period will be returned to Cal OES.

DEREK TENNELL  
Grant Subaward Director Name

*Derek Tennell*  
Grant Subaward Director Signature

04/26/2021  
Date

MICHIKO REYES  
Financial Officer Name

*Michiko Reyes*  
Financial Officer Signature

04/26/2021  
Date



## **Independent Contractor/Consultant Rate Exemption Request** Information and Instructions

The maximum rate for an independent Contractor/Consultant is \$650 per eight-hour day or \$81.25 per hour not to exceed eight hours per day. The rate is the total amount payable including any and all benefits. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance (see Subrecipient Handbook Section 6.050).

Complete all sections of the form, including required attachments. The Grant Subaward Director, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Contractor/Consultant: N/A

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

Contract Amount: \$0.00 Rate per 8-Hour Day: \$0.00

Services Provided: \_\_\_\_\_

Was the contract previously approved by Cal OES?  YES  NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

- Detailed description of the services provided by the contractor/consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes for the service to be provided - only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals - only required for contracts above \$50,000.
- Non-competitive Procurement Request (Cal OES Form 2-156) - only required if applicable and only for contracts above \$10,000.

**I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.**

DEREK TENNELL  
Grant Subaward Director Name

Derek Tennell  
Grant Subaward Director Signature

04/26/21  
Date

### Cal OES Approval

Approved  Denied

\_\_\_\_\_  
Program Specialist Signature Date

Approved  Denied

\_\_\_\_\_  
Unit Chief Signature Date



OFFICE OF THE LOS ANGELES CITY ATTORNEY  
**VICTIM ASSISTANCE PROGRAM**  
 Internal Roster (Updated 06-02-21)  
 Cell Roster



DEREK TENNELL, Program Director (213) 507-3756  
 ANGELA MORENO, Assistant Program Director (213) 216-2549  
 ANA LOERA, JPVU Supervisor (213) 507-4220  
 Caroline Stauffer, XC Supervisor (213)215-5443

**CENTRAL OFFICE - ADVOCATES**

ERIN GILBRIDE Main: (213) 215-1451

**CENTRAL OFFICE**  
 221 N. Figueroa St., Suite 100  
 Los Angeles, CA 90012  
 Phone: (213) 978-4537  
 Mail Stop : #1406

**CENTRAL OFFICE - LGBT PROGRAM ADVOCATE**

MEL BOYAJIAN (a) Main: (213) 215-5336

[www.helpcrimevictims.org](http://www.helpcrimevictims.org)

**77TH AREA LAPD (#20) - Mail Stop #411**

7600 South Broadway St.  
 Los Angeles, CA 90003  
 STEPHANIE MORA (s) Main: (213) 215-5521

**CENTRAL/CENTRAL TRAFFIC (#18) - Mail Stop #433**

251 E. Sixth St.  
 Los Angeles, CA 90014  
 CRISIA SANTACRUZ (s) Main: (213) 215-5048

**DEVONSHIRE AREA LAPD (#19) - Mail Stop #401**

10250 Etiwanda Ave.  
 Northridge, CA, 91325  
 ESTHER NIELL (s) Main: (213) 215-1913

**FJC Central Bureau (#16) - Mail Stop #1406**

1801 Marengo St.  
 Los Angeles, CA 90033  
 STEPHANIE MORA (s) Main: (213) 215-5521

**FJC Valley Bureau (#19) - Mail Stop #1406**

14651 Oxnard St.  
 Van Nuys, Ca, 91411  
 ESTHER NIELL (s) Main: (213) 215-1913

**FOOTHILL AREA LAPD (#16) - Mail Stop #402**

12760 Osborne St.  
 Pacoima, CA, 91331  
 MICHAEL HIDALGO (s) Main: (213) 215-0201

**HARBOR AREA LAPD (#18) - Mail Stop #403**

2175 John S. Gibson Blvd.  
 San Pedro, CA 90731  
 SOPHEAP SING (f) Main: (213) 215-1077

**HOLLENBECK AREA LAPD (#103) - Mail Stop #406**

2111 E. First Street  
 Los Angeles, CA 90033  
 CAROLINA MELENDREZ (s) Main: (213) 215-5346

**Central/Metro Branch**

Main:

**HOLLYWOOD AREA LAPD (#16) - Mail Stop #406**

1358 Wilcox Ave.  
 Los Angeles, CA 90028  
 MELANIE QUINTERO (s) Main: (213) 507-3817

**MISSION AREA LAPD (#16) - Mail Stop #400-121**

11121 Sepulveda Blvd  
 Mission Hills, CA 91345  
 CATALINA NUNEZ (s) Main: (213) 215-0711

**NEWTON AREA LAPD (#21) - Mail Stop #408**

3400 South Central Ave.  
 Los Angeles, CA 90011  
 JULIE BRIONES (s) Main: (213) 215-0983

**NO. HOLLYWOOD AREA LAPD (#23) - Mail Stop #409**

11640 Burbank Blvd.  
 North Hollywood, CA 91601  
 GABRIELA CASTILLO (s) Main: (213) 215-2181

**NORTHEAST AREA LAPD (#22) - Mail Stop #404**

3353 San Fernando Road  
 Los Angeles, CA 90065  
 EDWAR HUIZA (s) Main: (213) 215-5923

**OLYMPIC AREA LAPD (#321) - Mail Stop #400-1130**

1130 South Vermont Ave.  
 Los Angeles, CA 90006  
 SEONG CHUNG (k) Main: (213) 215-2050

**PACIFIC AREA LAPD (#16) - Mail Stop #416**

12312 Culver Blvd.  
 Los Angeles, CA, 90066  
 MARICELA GALVEZ (s) Main: (213) 215-4779

**RAMPART AREA LAPD (#16) - Mail Stop #410**

1401 W Sixth Street  
 Los Angeles, CA 90017  
 CAROLINA MELENDREZ (s) Main: (213) 215-5346

**Van Nuys/North Hollywood Branch**

Main:

**SOUTHEAST LAPD (#16) - Mail Stop #436**

145 W. 108th St.  
 Los Angeles, CA 90061  
 CAROLINA ALVAREZ (s) Main: (213) 369-0270

**SOUTHWEST AREA LAPD (#16) - Mail Stop #413**

1546 West Martin Luther King Blvd  
 Los Angeles, CA 90062  
 KIA MUSGROVE (s) Main: (213) 369-1617

**TOPANGA AREA LAPD (#16) - Mail Stop #400-1011**

21501 Schoenborn St.  
 Canoga Park, CA, 91304  
 IFUNANYA GWACHAM (f) Main: (213) 215-6104

**VAN NUYS AREA LAPD (#16) - Mail Stop #415**

6240 Sylmar Ave.  
 Van Nuys, CA 91401  
 IFUNANYA GWACHAM (f) Main: (213) 215-6104

**WEST LOS ANGELES AREA LAPD (#21) - Mail Stop #417**

1663 Butler Ave.  
 Los Angeles, CA 90025  
 MARICELA GALVEZ (s) Main: (213) 215-4779

**WEST VALLEY AREA LAPD (#16) - Mail Stop #418**

19020 Vanowen St  
 Reseda, CA 91335  
 CATALINA NUNEZ (s) Main: (213) 215-0711

**WLSHIRE AREA LAPD (#25) - Mail Stop #419**

4851 Venice Blvd.  
 Los Angeles, CA 90019  
 DORIS HERNANDEZ (s) Main: (818) 837-1653

**Pacific/Harbor Branch**

Main:

**Verifiers**  
 ALYMELEC R. SILVA (s)  
 BRANDI DEAN  
 GEORGE PRENO  
 GRECIA ALFARO (s)

Desk: (818) 374-9871  
 Desk: (818) 374-9870  
 Desk: (818) 374-9869  
 Desk: (818) 374-9866  
 Desk: (818) 374-9868

**JP Verification Unit (#129)**  
 P.O. Box 350 Van Nuys, CA 91401  
 Phone: (818) 374-9880  
 Mail Stop: #279

Languages Spoken: (s) Spanish,

**Support Staff**  
 VACANT

Desk: (818) 374-9875



## **Out-of-State Travel Request** Information and Instructions

Out-of-state travel is restricted and only allowed in exceptional situations. Subrecipients must receive Cal OES approval prior to incurring expenses for out-of-state travel (see Subrecipient Handbook Section 4.070). Subrecipients may request approval to travel out of state by submitting this form.

Complete all sections of the form, including a strong justification and required attachments. The Grant Subaward Director, or their designee identified on the Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



### Out-of-State Travel Request

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Traveler(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

- Conference/training not available in California - Attach brochures or registration information
- Victim advocacy
- Other - Attach any applicable documentation

Justification:

**I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.**

DEREK TENNELL  
Grant Subaward Director Name

*Derek Tennell*  
Grant Subaward Director Signature

04/26/21  
Date

Cal OES Approval

Approved

Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Unit Chief Signature

\_\_\_\_\_  
Date





## **Non-Competitive Procurement Request**

### Information and Instructions

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. Contracts may include goods as well as services, and this definition will also apply to those circumstances (see Subrecipient Handbook (SRH) Section 6.045).

All non-competitive procurements for contracted services or purchased goods greater than \$10,000 must be justified and have prior written approval by Cal OES.

Complete this form and include the required narrative justification (as an attachment) addressing each of the elements outlined in SRH Section 6.045. The Grant Subaward Director, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Non-Competitive Procurement Request

Grant Subaward #: VW21 40 0190

Subrecipient: CITY OF LOS ANGELES ATTORNEY'S OFFICE

Total Procurement Amount: \$ 0.00 Procurement: N/A

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES  NO

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

<u>DEREK TENNELL</u>	<u><i>Derek Tennell</i></u>	<u>04/26/21</u>
Grant Subaward Director Name	Grant Subaward Director Signature	Date

### Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

- |   | Yes                      | N/A                      |
|---|--------------------------|--------------------------|
| • Description of the product of service being procured  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Description of why it is necessary to procure the good or service in a non-competitive manner | <input type="checkbox"/> | <input type="checkbox"/> |
| • Addresses all elements for one or more of the following                                       |                          |                          |
| ➤ The good or services is available only from one source  | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Public exigency or emergency for the required equipment will not permit a delay               | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Competition is determined inadequate after solicitation                                       | <input type="checkbox"/> | <input type="checkbox"/> |

Approved       Denied

\_\_\_\_\_  
Program Specialist Signature      Date

Approved       Denied

\_\_\_\_\_  
Unit Chief Signature      Date