

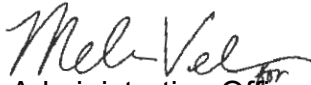
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02071-0018

Date: September 21, 2026

To: The Mayor and Council

Attn: Thomas Arechiga, Legislative Coordinator, Mayor's Office
Melinda Novoa, Council and Public Services Division, City Clerk's Office

From: 
Matthew W. Szabo, City Administrative Officer

Subject: **GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA OFFICE OF
EMERGENCY SERVICES 2025-26 VICTIM ASSISTANCE PROGRAM (VAP)
SUB-AWARD THROUGH THE COUNTY OF LOS ANGELES**

Attached is the Grant Acceptance Packet (Packet) for the 46th year of the Victim Assistance Program sub-award funding in the amount of \$2,178,586 received by the City Attorney's Office. This funding continues the program for a 12-month performance period from October 1, 2025 through September 30, 2026. There is no match required for this grant.

The grant finances victim advocates and administrative support staff to serve the victims of crime, including emergency support, crisis intervention, resource and referral assistance, support through the court process, restitution assistance, and procurement of financial assistance for crime-related costs. The grant funds of \$2,178,586 will provide \$1,415,000 for salaries, \$690,000 for related costs, and \$73,586 for administrative and operational expenses. The grant will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator III and 16 Witness Service Coordinators.

The total program cost is \$2,291,717 of which \$2,178,586 will be provided by the grant. Funding for the remaining program cost of \$113,131 for related costs are included in the City Attorney 2026-27 Adopted Budget.

As a participant in the Grants Pilot Program, the City Attorney's Office submitted the Packet for review and analysis by the Office of the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO Analyst. In accordance with the approved procedures for the Grants Management Program, this Office reviewed the Packet for completeness, conducted a concise analysis, and prepared a Fiscal Impact Statement. The Packet consists of the following:

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

If you have any questions regarding the Grant Acceptance Packet, please contact Daniela Cuevas at (213)473-7599.

MWS:EFR:DRC:04270036

Attachments

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: October 1, 2025
Grant Award Title: Victim Assistance Program		Grant Amount: \$2,178,586 Prior Grant Award(s):
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference: VW25030301	Performance Start Date: October 1, 2025	Performance End Date: September 30, 2026
Purpose: The Office of the City Attorney requests authority to retroactively accept the grant sub-award of \$2,178,586 from the County of Los Angeles for the 2025-26 Victim Assistance Program (VAP). Grant funds will provide continued support for victim services from October 1, 2025 through September 30, 2026. The total program cost for the 2025-26 VAP is \$2,291,717 and consists of grant funding of \$2,178,586 and \$113,131 in related costs (based on CAP 42) not covered by the grant, but provided through the City Attorney 2026-27 Adopted Budget. There is no match requirement for this grant.		

Checklist for Grant Acceptance:		Yes	No	N/A	Comments
1. Authority for Grant Acceptance					
	• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review					
	• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
	• Additional Funds requested		X		() Submit to CAO for review
3. Charter Section 1022 Determination					
	• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts					
	• Standard and Grantor Provisions or equivalent language is included			X	() Incorporate Provisions or Language into proposed agreement
	• Pro Forma Agreement RFP ☐ MOU ☐ PSA ☐			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities					
	• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations					
	• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up					
	• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification					
	• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis					
	• Department has submitted Fiscal Impact Statement	X			() Submit to CAO for review and Determination

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney retroactively requests approval to accept \$2,178,586 in grant funding for the 2025-26 Victim Assistance Program (VAP). This is the 46th year of the VAP. The California Office of Emergency Services, which serves as the pass-through agency for the Federal Victims of Crime Act funds, awarded the County of Los Angeles (County) an amount of \$8,714,343. Through a sub-recipient agreement between the County and the City of Los Angeles (City), the City will receive \$2,178,586, or about 25-percent of the available funds, for a grant period of October 1, 2025 through September 30, 2026.

The sub-award of \$2,178,586 will support the City Attorney's Victim Assistance Program in providing victims of crimes emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, support in navigating through the criminal court process, and help in securing financial aid in crime-related costs, including medical counseling, funeral expenses, and relocation costs.

For the prior grant cycle beginning October 2024 through September 2025, the VAP staff served a total 8,828 new and continuing crime victims. Staff assisted 8,714 individuals with filing applications or the California Victim Compensation Board; counseled 2,654 through crisis; supported 9,358 through the criminal justice system; referred 8,779 to additional resources; and conducted 245 presentations to other public and law enforcement agencies.

Total grant funds in the amount of \$2,178,586 will support salaries (\$1,415,000), related costs (\$690,000), and other expenses (\$73,586) comprised of the following: \$4,612 for office supplies, \$4,000 for printing, \$9,474 for cellphone service, \$1,500 for contingency funds, \$18,000 for travel, and \$36,000 for database maintenance. Funding provided for staffing and related costs will partially support one City Attorney Administrative Coordinator IV, and fully support one City Attorney Administrative Coordinator III and 16 Witness Service Coordinators. The total program cost is \$2,291,717. The remaining program cost of \$113,131 for related costs are included in the City Attorney 2026-27 Adopted Budget. There is no match required for this grant.

11. Recommendations

Pursuant to a review of departmental recommendations for this grant, please provide a complete list of necessary actions for implementation including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities, etc.

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

That the Council, subject to the approval of the Mayor:

1. Authorize the City Attorney, or designee, to:

- a. Retroactively accept the grant award in the amount of \$2,178,586 from the County of Los Angeles for the period of October 1, 2025 through September 30, 2026;
- b. Execute the grant award agreement between the County of Los Angeles and the City Attorney's Office, subject to the approval of the City Attorney; and,
- c. 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.

2. Authorize the Controller to:

- a. Establish a receivable within Fund No. 368, Department No. 12, in the amount of \$2,178,586 from the County of Los Angeles;
- b. Establish Appropriation Account No. 12E310 within Fund No. 368/12, Victim Assistance Program Y26/27, in the amount of \$2,178,586;
- c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$74,166 from Fund No. 368/12, Account No. 12E310, Victim Assistance Program FY26/27 to Fund No. 100/12, Account No. 001010, Salaries General, to reimburse for salary expenses;
- d. Upon receipt of grant reimbursements and approval of expenses, transfer up to \$690,000 from Fund No. 368/12, Account No. 12E310, Victim Assistance Program FY26-27 to Fund No. 100/12, Revenue Source Code No. 5346, Related Cost Reimbursement – Grants, to reimburse fringe benefits and related costs during the grant period; and,
- e. Transfer \$1,340,834 from Fund No. 368/12, Account No. 12E310, Victim Assistance Program FY26/27 to Fund No. 100/12, Revenue Source Code No. 5427, Reimbursement from Grants, to reimburse for salary costs incurred.

12. Fiscal Impact Statement

☒ **Yes** This Office finds that the Grant complies with City financial policies as follows (see below):

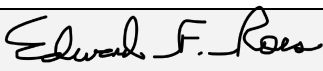
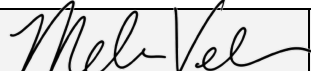
☐ **No** This Office finds that the Grant does not comply with City financial policies as follows (see below):

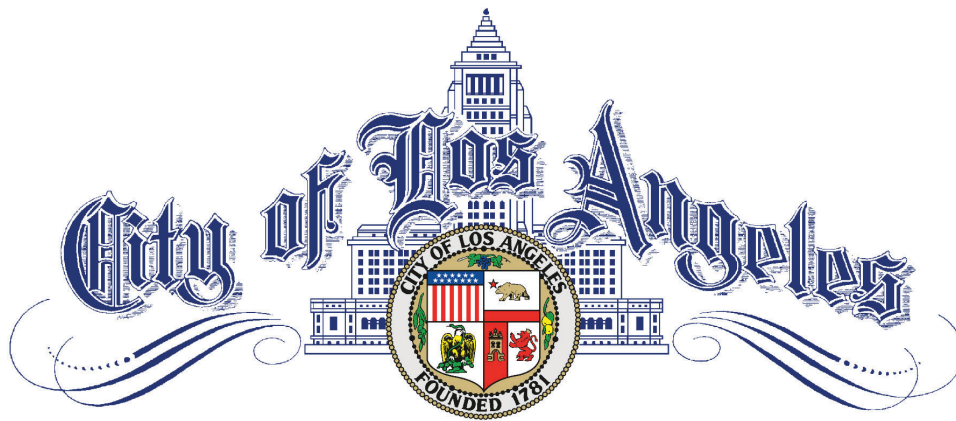
The total program cost of the Fiscal Year 2025-26 Victim Assistance Program is \$2,291,717 of which \$2,178,585 will be reimbursed by the County of Los Angeles, from a formula grant awarded by the California Office of Emergency Services. The General Fund contribution is \$113,131 in related costs (CAP 42) which is included in the City Attorney's 2026-27 Adopted Budget.

The City's Financial Policies require that the City pursue federal and state grants, but strictly limit financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report comply with City Financial Policies in that the proposed funding is balanced against established revenue approved by Council actions and from federal and state grant receipts. All funding is subject to the availability of grant funds and determinations by Mayor and Council.

Accepting the grant and approving the recommendations in this report are in compliance with the City's Financial Policies as the grant funds are fully reimbursing the General Fund for grant eligible activities.

Doc. No. 04270036

Daniela Cuevas			
CAO Analyst	Chief	CAO/Assistant CAO	Date



Office of the Los Angeles City Attorney
Hydee Feldstein Soto

MEMORANDUM

To: The Honorable Karen Bass
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012

Honorable Members of City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012

From: Kyle Kirkpatrick, Grants Director

Date: January 13, 2026

Re: Victim Assistance Program (VAP) Grant for FY 2025-26

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$2,178,586 for FY 2025-26 to support the City's Victim Assistance Program (VAP) during its 46th 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 \$2,178,586 (25% of total available funds) for the continued operation of VAP for FY 2025-26 (October 1, 2025 through September 30, 2026). Funding will support 16 FTE Witness Service Coordinator (WSC) positions, 100% of one FTE Administrative Coordinator III, and 98% of one FT Administrative Coordinator IV.

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

During FY 2024-25 (October 1, 2024 to September 30, 2025), VAP staff served **8,828** new and continuing crime victims, through the following services: **8,714** assists with filing for California Victim Compensation Board applications; **2,654** crisis counseling/intervention; **9,358** criminal justice support/advocacy; and **8,779** follow-ups and information referral to resources. Additionally, VAP staff conducted **245** presentations to public, governmental, and law enforcement agencies on the services offered by VAP.



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award ☐ New ☒ Continuation/Renewal ☐ Supplemental ☐ Suballocation			
is:			
Grants Coordinator:	Kyle Kirkpatrick	E-Mail: kyle.kirkpatrick@lacity.org	Phone: 213-978-3928
Project Manager:	Angela Moreno	E-Mail: angela.moreno@lacity.org	Phone: 213-978-4519
Department/Bureau/Agency:	City Attorney		Date: 01/13/2026

Grant Information			
Name of Grantor:		Pass Through Agency:	
California Office of Emergency Services (Cal OES)		County of Los Angeles	
Grant Program Title:		Notification of Award Date:	
Victim Assistance Program (VAP) - FY 2025-2026		10/01/2025	
Funding Source (Public /	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	Non-Competitive/Formula	Reimbursement	CFDA#:
			Other ID#:
			eCivis ID#:
Match Requirement:	No	Amount:	\$0.00 %Match 0
Match Type:	Cash/In-Kind	Identify Source of Match:	
Fiscal Information	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds: Total Project Budget:
	\$ 2,178,586.00	\$ -	\$ 113,131.00 \$ 2,291,717.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
AC IV	\$ 72,350.00	\$ -	\$ -	Program Director 98% FTE
AC III	\$ 156,000.00	\$ -	\$ -	Assistant Program Director 100% FTE Salary
Witness Service Coordinators	\$ 1,186,650.00	\$ -	\$ -	Victim Service Coordinators 16 x 100% FTE Salary
Fringe Benefits	\$ 638,000.00	\$ -	\$ -	Fringe for 16 WSC
Materials/Supplies				
Office Supplies	\$ 4,612.00	\$ -	\$ -	
Printing	\$ 4,000.00	\$ -	\$ -	
Other				
Cellphone Service	\$ 9,474.00	\$ -	\$ -	Verizon
Emergency Fund	\$ 1,500.00	\$ -	\$ -	Petty Cash
Travel	\$ 18,000.00	\$ -	\$ -	Travel to attend trainings
Database	\$ 36,000.00	\$ -	\$ -	Maintenance costs
Related Costs	\$ 52,000.00	\$ -	\$ 113,131.00	covered by City Atty FY26/FY27 Adopted Budget
Total	\$ 2,178,586.00	\$ -	\$ 113,131.00	

Approved Project

Descriptive Title of Funded Project: VAP Basic FY2026-FY2027

Performance Period Start/End Dates (Month/Day/Year):

Citywide:

Start: 10/01/2025 End: 09/30/2026

Affected Council District(s):

Affected Congressional District(s):

Purpose

Identify Internal Partners (City Dept/Bureau/Agency):

Identify External Partners:

Summary

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

The purpose of this program is to provide comprehensive assistance to victims and witnesses of violent crimes in all of California's counties by supporting victim/witness assistance centers. Services that must be provided by centers funded through this program include:

- * 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/employer notification
- * Employer notification/intervention
- * Restitution

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:
 - a. Accept the grant award in the amount of \$2,178,586 from the County of Los Angeles;
 - b. Prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.
2. AUTHORIZE the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$2,178,586 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12E310 – Victim Assistance Program FY26/27 - \$2,178,586
 - c. TRANSFER up to \$74,166 from Fund 368, Department 12, Account 12E310 – Victim Assistance Program FY26/27 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the four (4) resolution authorities;
 - d. TRANSFER up to \$1,340,834 from Fund 368, Department 12, Account 12E310 – Victim Assistance Program FY26/27 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the 15 grant reimbursed regular authorities and prior year expenses;
 - e. TRANSFER up to \$690,000 from Fund 368, Department 12, Account 12E310 – Victim Assistance Program FY26/27 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the Victim Assistance Program FY26/27.

Fiscal Impact Statement

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

The total cost of the Victim Assistance Program FY26/27 is \$2,291,717 of which \$2,178,586 will be reimbursed by the County of Los Angeles, from a formula grant awarded by the California Office of Emergency Services. The General fund contribution is \$113,131 in related costs (CAP 42) which are already included in the City budget.

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:

☒ Grant Award Notification and Acceptance

☐ Copy of Award Notice

☒ Grant Project Cost Breakdown (Excel Document)

☒ Copy of Grant Agreement (if applicable)

☒ Detail of Positions and Salary Costs (Excel Document)

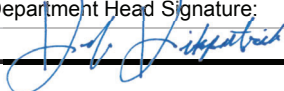
☐ Additional Documents (if applicable)

Department Head Name:

Department Head Signature:

Date:

Kyle Kirkpatrick



1/13/2026

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:

Department: City Attorney**Grant Name: Victim Assistance Program FY26-27****Grant Project Breakdown****Salaries**

	Grant Funds	City Funds	Non-City Funds	Total	Comments
1010 Salaries General	1,415,000			1,415,000	
1020 Salaries Grant Reimbursed				-	
Other Volunteer Hours				-	
1090 Overtime				-	
Salaries Total:	\$ 1,415,000	\$ -	\$ -	\$ 1,415,000	

Related Costs***CAP Rate**

Fringe Benefits	45.04%	638,000	-	638,000	
Department Administration	10.44%	52,000	95,726	147,726	
Central Services	1.23%		17,405	17,405	
Related Costs Total:		\$ 690,000	\$ 113,131	\$ 803,131	

Expense

2120 Printing & Binding	4,000			4,000	
2130 Travel & Training	18,000			18,000	
3040 Contractual Services	36,000			36,000	Annual hosting & maintenance costs - VAP Database
3310 Transportation				-	
4160 Governmental Meetings				-	
6010 Office Supplies	4,612			4,612	
6020 Operating Supplies	9,474			9,474	Cell Phone Service
7300 Equipment	-			-	
Other Victim Emergency Fund	1,500			1,500	Petty Cash
				-	
				-	
				-	
Expenses Total:	\$ 73,586	\$ -	\$ -	\$ 73,586	
Grand Total:	\$ 2,178,586	\$ 113,131	\$ -	\$ 2,291,717	

*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)

**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.

Department: City Attorney

Project Name: Victim Assistance Program FY26-27

Other Funding Sources

City

Non-City

Job Classification				Grant Funding		Reimbursable*		Non-Reimbursable**				Comments
	Total	New	Existing	No.	Cost	No.	Cost	No.	Cost	No.	Cost	
Administrative Coordinator IV (0570)	1	0	1	1	72,350	1	72,350					DPO 98% billed to VAP Basic
Administrative Coordinator III (0569)	1	0	1	1	156,000	1	156,000					DPO 100% billed to VAP Basic
Witness Service Coordinators (0531)	12	0	12	12	889,988	12	889,988					DPO 100% billed to VAP Basic
Witness Service Coordinators (0531)	4	0	4	4	296,663	4	296,663					PAR CF18-1228

Total: 18 0 18 18 \$ 1,415,000 18 \$ 1,415,000.00 0 \$ - 0 \$ -

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel. *Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that 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 to enhance the program.

COUNTY OF LOS ANGELES
STATE OF CALIFORNIA
AGREEMENT FOR
THE VICTIM WITNESS ASSISTANCE PROGRAM

This Agreement is made and entered by and between the County of Los Angeles, a county and political subdivision of the State of California, by and through the Office of the Los Angeles County District Attorney (hereinafter referred to as the County), and the City of Los Angeles, a chartered municipality organized under the laws of the State of California, by and through the Office of the Los Angeles City Attorney (hereinafter referred to as the City), collectively referred to as the Parties;

WHEREAS, the County, pursuant to Penal Code Section 13835, *et seq.*, has designated its Office of the District Attorney through its Victim Witness Assistance Program as a major provider of comprehensive services to victims and witnesses of all types of crimes;

WHEREAS, the State of California Governor's Office of Emergency Services (hereinafter referred to as Cal OES) has awarded the County funds through its Victim Witness Assistance (VW) Program in the amount of \$8,714,343 to provide Victim Witness services, of which \$6,535,757 will be utilized by the County and the remaining portion of \$2,178,586 will be allocated to the City, as a contract sub-grantee, for the performance period of October 1, 2025, and ending September 30, 2026;

WHEREAS, VW program with Subaward number VW25030301 is supported with federal and state funds. Federal funds are made possible through the United States Department of Justice (DOJ), Victims of Crime Act (VOCA), Victim Assistance Formula Grant Program with Assistance Listing number 16.575. State funds are made possible through the California Governor's Office of Emergency Service (Cal OES) ID number

037-95047-19 according to California Penal Code section 13835, Public Safety Programs, Victim of Crimes General Fund (VCGF), and Victim Witness Assistance (VWA0) with Federal Information Processing Standard (FIPS) code number 06037-95047;

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

WHEREAS, the City desires to participate in such a program for the prosecution of misdemeanor cases within its jurisdictional boundaries and to provide program services at the Central Office of the Los Angeles City Attorney, Central Trials and Metro Branch, Harbor and Pacific Branch, North Valley and Van Nuys Branch, Strength United Family Justice Center, and at the following Los Angeles Police Stations: 77th, Central, Devonshire, Foothill, Harbor, Hollenbeck, Hollywood, Mission, Newton, Newton, Northeast, North Hollywood, Olympic, Pacific, Rampart, Southeast, Southwest, Topanga, Van Nuys, West Los Angeles, West Valley and Wilshire;

WHEREAS, the City has the capability of providing such services and the County desires for the City to provide such services; and

NOW, THEREFORE, in consideration of the mutual covenants as herein set forth and the mutual benefits to be derived therefrom, the Parties agree as follows:

1. SCOPE OF SERVICES:

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

- Services to victims and witnesses of all types of crimes;
- Translation for non-English speaking victims and witnesses;
- Follow-up contact with victims and witnesses;

- 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 returns
- 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
- child care assistance
- witness protection
- temporary restraining order assistance
- transportation assistance
- court waiting area
- funeral arrangements
- crime prevention information

2. TIME AND PERFORMANCE:

Said services of the City are to, and the City certifies did, commence on October 1, 2025, and shall terminate on September 30, 2026. The County and the City can automatically renew this Agreement in writing, contingent upon the County receiving sufficient grant funds from Cal OES.

3. COMPENSATION:

In consideration of the services provided under this Agreement, the County shall allocate to the City, as a contract sub-grantee, an amount not to exceed \$2,178,586 for the performance period of October 1, 2025, through September 30, 2026.

Payments shall constitute full and complete compensation for the City's services under this Agreement. The County will pay the City from the funds the County receives from Cal OES. Any such payments shall be contingent upon the availability of Cal OES funds and shall not be charged upon any other County funds.

4. ADMINISTRATION OF AGREEMENT:

A. The District Attorney (DA) of the County, or designated representative, is designated as the County's Project Director, who shall have full authority to act for the County in the administration of this Agreement consistent with the provisions contained herein.

1 B. The Office of the Los Angeles City Attorney, or designated representative,
2 is 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 contained
4 herein.

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

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

11 All Parties agree to be bound by all applicable Federal, State, and local laws,
12 ordinances, regulations, and directives as they pertain to the performance of this
13 Agreement. All Parties agree to comply with the guidelines set forth in the Cal OES
14 Subrecipient Handbook 2025-2026, which can be found at [https://www.caloes.ca.gov/](https://www.caloes.ca.gov/cal-oes-divisions/grants-management/victim-services/handbooks-reports-publications)
15 [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)
16 and which is incorporated herein to this Agreement.

17 **6. DISCRIMINATION:**

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

21 **7. ACCOUNTING:**

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

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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 Recipient Handbook 2025-2026, 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 seven
16 (7) 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, to
19 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 event
22 that any such inspection reveals a violation of any provision of this Agreement and the
23 City fails to correct any such violation to the satisfaction of the County within a
24 reasonable time, not to exceed ten (10) business days, the County may unilaterally
25 terminate this Agreement by giving the City ten (10) business days written notice of
26 such termination.

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

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

6 **12. TERMINATION AND TERMINATION COSTS:**

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

18 **13. INDEPENDENT STATUS:**

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

23 **14. ASSIGNMENT:**

24 No performance of this Agreement or any section thereof may be assigned or
25 subcontracted by the City without the express written consent of the County, and any
26 attempt by the City to assign or subcontract any performance of the terms of this

1 Agreement shall be null and void and shall constitute a material breach of this
2 Agreement.

3 **15. HOLD HARMLESS:**

4 A. Neither the County nor any officer or employee thereof shall be
5 responsible for any damages or liability occurring by reason of anything done or omitted
6 to be done by the City, or in connection with any authority or jurisdiction delegated to
7 the City under this Agreement. It is understood and agreed that, pursuant to
8 Government Code Section 895.4, the City shall fully indemnify and hold the County, its
9 officers and employees, harmless from any liability occurring by reason of anything
10 done or omitted to be done by the City or any officer or employee thereof under or in
11 connection with any authority or jurisdiction delegated to the City under this Agreement.

12 B. Neither the City, nor any officer or employee thereof shall be responsible
13 for any damage or liability occurring by reason of anything done or omitted to be done
14 by the County under this Agreement. It is understood and agreed that pursuant to
15 Government Code Section 895.4, the County shall indemnify and hold the City, its
16 officers and employees, harmless from any liability imposed by reason of anything done
17 or omitted to be done by the County, or any officer or employee thereof, under or in
18 connection with any authority or jurisdiction delegated to the County under this
19 Agreement.

20 **16. MONITORING:**

21 The County shall have the authority to cause regular monitoring of this
22 Agreement to verify that the City is operating in accordance with the grant award and
23 the services to be performed thereto.

24 **17. NOTICES:**

25 Notices and other correspondence shall be sent to the County as follows:

26 ///

GRACE RAI, Special Assistant
Los Angeles County District Attorney's Office
Bureau of Administrative Services
211 West Temple Street, Suite 200, Los Angeles, CA 90012-3205

Notices and other correspondence shall be sent to the City as follows:

BARAK VAUGHN, Managing Director Business, Finance, and Operations
Office of the Los Angeles City Attorney
Victim Assistance Program
200 North Main Street, 8th Floor, Los Angeles, CA 90012-4133

18. WAIVER:

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

19. ALTERATION OF TERMS:

This writing fully expresses all understandings between the Parties concerning 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 effective unless made in the form of a written amendment to this Agreement formally approved and executed by both Parties.

20. GOVERNING LAW, JURISDICTION AND VENUE:

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this agreement and further agree and consent that venue of any action brought hereunder

1 shall be exclusively in the County of Los Angeles.

2 **IN WITNESS WHEREOF**, the County and the City of Los Angeles enter into this
3 Agreement for the Victim Witness Assistance Program, to be signed by its duly
4 authorized officers, as of the date of the execution of the last signatory set forth below.

5
6 COUNTY OF LOS ANGELES (County)

CITY OF LOS ANGELES (City)

7 Office of the District Attorney

Office of the Los Angeles City Attorney

8
9 By 
10 NATHAN J. HOCHMAN
District Attorney

By 
HYDEE FELDSTEIN SOTO
City Attorney

11
12 Date: 4/9/26

Date: 4/2/26

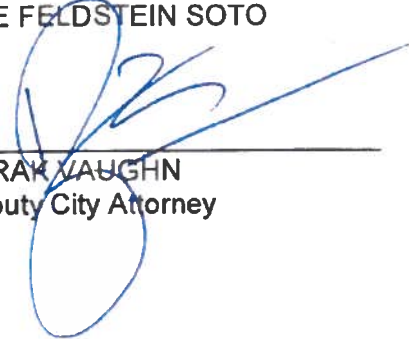
13
14
15 APPROVED AS TO FORM BY
16 COUNTY COUNSEL:

APPROVED AS TO FORM BY
CITY COUNSEL:

17 DAWYN R. HARRISON

HYDEE FELDSTEIN SOTO

18
19 By Lawrence Green
20 LAWRENCE GREEN
Senior Deputy County Counsel

By 
BARAK VAUGHN
Deputy City Attorney