



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
Office of the City Attorney

Date: November 12, 2025

Re: FY 2025-26 California Office of Traffic Safety Grant Award

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$1,327,000 awarded by the Office of Traffic Safety, which is the pass-through agency for the National Institute of Traffic and Highway Safety Agency. Now in its 12th year, this award will provide reimbursable funding for the salaries and fringe benefits for four Deputy City Attorney positions from October 1, 2025, through September 30, 2026. Together, this team will aggressively prosecute driving under the influence offenders (both alcohol and drugs) within the City of Los Angeles as part of the "Alcohol and Drug Impaired Driving Vertical Prosecution Program."

Impaired driving is a significant public safety issue. During the first three quarters of the FY 2023-24 grant period (10/01/2023 – 6/30/2024), the Los Angeles City Attorney's Office reviewed 4,687 driving under the influence cases, of which 612 cases reviewed involved driving under the influence of drugs. The Los Angeles City Attorney's Office filed 3,849 under the influence of alcohol cases and 289 driving under the influence of drugs cases.

It is anticipated that grant funding will continue beyond FY 2025-26 as a result of grantee performance and the ongoing need for resources in this area.



City of Los Angeles

Grant Award Notification and Acceptance

Recipient Department

This Grant Award ☐ New ☒ Continuation/Renewal ☐ Supplemental ☐ Suballocation			
is:			
Grants Coordinator:	George Topchyan	E-Mail: george.topchyan@lacity.org	Phone:
Project Manager:	Vanessa Chavez	E-Mail: vanessa.chavez@lacity.org	Phone: 213-978-2449
Department/Bureau/Agency: City Attorney			Date: 11/12/2025

Grant Information

Name of Grantor:		Pass Through Agency:	
CA Transportation Agency			
Grant Program Title:		Notification of Award Date:	
California Office of Traffic Safety (OTS): General Grants - FY 2026		09/30/2025	
Funding Source (Public / State)	Grant Type:	Funds Disbursement:	Agency's Grant ID:
	Competitive/Discretionary	Reimbursement	CFDA#:
			Other ID#:
			eCivis ID#:
Match Requirement: None		Amount: \$0.00	%Match 0
Match Type: N/A		Identify Source of Match:	
Fiscal Information	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$ 1,327,000.00	\$ -	\$ -
			Total Project Budget: \$ 1,327,000.00

Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
Deputy City Attorney III	\$ 187,470.00	\$ -	\$ -	Supervising DCA 100% FTE
Deputy City Attorney I	\$ 120,619.00	\$ -	\$ -	100% FTE
Deputy City Attorney I	\$ 115,648.00	\$ -	\$ -	100% FTE
Deputy City Attorney I	\$ 147,347.00	\$ -	\$ -	100% FTE
Deputy City Attorney I	\$ 147,347.00	\$ -	\$ -	100% FTE
Administrative Coordinator I	\$ 116,022.00	\$ -	\$ -	100% FTE
Travel				
In State Travel	\$ 19,317.00	\$ -	\$ -	
Contractual Services				
	\$ -	\$ -	\$ -	
Other				
City Attorney Personnel Fringe	\$ 375,847.00	\$ -	\$ -	CAP 42 - 45.04%
City Attorney Personnel Indirect	\$ 97,383.00	\$ -	\$ -	CAP 42 - 11.67%
Total	\$ 1,327,000.00	\$ -	\$ -	

Approved Project

Descriptive Title of Funded Project: DUID FY 2025-2026	
Performance Period Start/End Dates (Month/Day/Year):	Citywide: yes
Start: 10/01/2025 End: 09/30/2026	Affected Council District(s): all
	Affected Congressional District(s): all
Purpose drugged impaired driving enforcement	
Identify Internal Partners (City Dept/Bureau/Agency): LAPD	
Identify External Partners: Los Angeles County District Attorney's Office	

Summary

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

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

Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
 - a. Retroactively apply for and execute the grant award agreement between the Office of Traffic Safety and the City Attorney's Office;
 - b. Accept the grant award in the amount of \$1,327,000 from the Office of Traffic Safety;
 - c. 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 \$1,327,000 from the Office of Traffic Safety;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12E231 – Impaired Driving Prosecution - \$1,327,000
 - c. TRANSFER \$208,613 from Fund 368, Department 12, Account 12E231 – Impaired Driving Prosecution to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the five (6) resolution authorities;
 - d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$473,230 from Fund 368, Department 12, Account 12E231 – Impaired Driving Prosecution 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 Impaired Driving Prosecution;
 - e. TRANSFER \$402,294 from Fund 368, Department 12, Account 12E231 – Impaired Driving Prosecution to Fund 100, Department 12, Revenue Source No. 5427 – Reimbursement from Grants, for reimbursement of salary expenses incurred in FY2026.

Fiscal Impact Statement

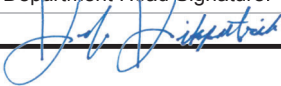
Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The total cost of the Impaired Driving Prosecution is \$1,327,000 of which \$1,327,000 will be reimbursed by the Office of Traffic Safety. There will be no general fund contribution for this program.

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		11/12/2025

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 Name: Alcohol and Drug Impaired Driving Vertical Prosecution		Department:			
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments
<u>Salaries</u>					
1010 Salaries General	834,453			834,453	
1020 Salaries Grant Reimbursed				-	
1070 Salaries As Needed				-	
1090 Overtime				-	
Salaries Total:	834,453	-	-	834,453	
<u>CAP 42</u>					
<u>Related Costs*</u>					
	<u>Rate</u>				
Fringe Benefits	45.04%	375,847		375,847	
Central Services	10.44%	87,119		87,119	
Dept Admn	1.23%	10,264		10,264	
Related Costs Total:	473,230	-	-	473,230	
<u>Expense</u>					
2120 Printing & Binding				-	
2130 Travel	19,317			19,317.00	Annual state conference
3040 Contractual Services- Medical Expert				-	
3310 Transportation				-	
4160 Governmental Meetings				-	
6010 Office Supplies				-	
6020 Operating Supplies				-	
7300 Equipment				-	
Other-				-	
Expenses Total:	19,317	-	-	19,317	
Grand Total:	1,327,000	-	-	1,327,000	

*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: Alcohol and Drug Impaired Driving****Other Funding Sources****City****Non-City****Non-Reimbursable****

Job Classification	Total	New	Existing	Grant Funding No.	Cost	Reimbursable* No.	Cost	No.	Cost	No.	Cost	Comments
Deputy City Attorney III	1		1	1	187,470.00							
Deputy City Attorney I	1		1	1	120,619.00							
Deputy City Attorney I	1		1	1	115,648.00							
Deputy City Attorney I	1		1	1	147,347.00							
Deputy City Attorney I	1		1	1	147,347.00							
Administrative Coordinator I	1		1	1	116,022.00							

Total: 6 0 6 6 834,453 0 - 0 0 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.