

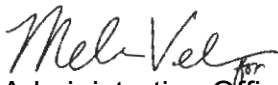
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02077-0006

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: **PHASE II ECIVIS GRANT MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE FISCAL YEAR 2025-26 CALIFORNIA OFFICE OF TRAFFIC SAFETY GRANT AWARD FOR ALCOHOL AND DRUG IMPAIRED DRIVING VERTICAL PROSECUTION PROGRAM**

Attached is the Grant Acceptance Packet (Packet) for the California Office of Traffic Safety (OTS) General grant award in the amount of \$1,327,000 for the period from October 1, 2025 through September 30, 2026, for the City Attorney's Alcohol and Drug Impaired Driving Vertical Prosecution Program. There is no match required for this grant.

The City Attorney's Alcohol and Drug Impaired Driving Vertical Prosecution Program is dedicated to the prosecution of those driving under the influence of alcohol or drugs within the City. The 2025-26 grant award of \$1,327,000 will provide \$834,453 for six positions consisting of one Deputy City Attorney III, four Deputy City Attorney Is, and one Administrative Coordinator I, as well as \$473,230 for related costs. The remaining balance of \$19,317 will provide for travel expenses.

As a participant in the Phase II eCivis Grants Management 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:04270035

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: September 30, 2025	
Grant Award Title: Fiscal Year 2025-26 California Office of Traffic Safety Grant Award		Grant Amount: \$1,327,000 Prior Grant Award(s): N/A	
Awarding Agency: National Institute of Traffic and Highway Safety Agency			
Grant Agreement Number/Reference:	Performance Start Date: October 1, 2025	Performance End Date: September 30, 2026	
Purpose: The Office of the City Attorney requests authority to retroactively apply and accept a grant award of \$1,327,000 for the Fiscal Year 2025-26 California Office of Traffic Safety Grant for the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the performance period from October 1, 2025 through September 30, 2026. Funding will support the City's prosecution of individuals who drive under the influence of alcohol or drugs. The total program cost is \$1,327,000 and will be fully reimbursed by the grant award. There is no General Fund impact.			

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 the Fiscal Year 2025-26 California Office of Traffic Safety (OTS) Grant award of \$1,327,000 to support the Alcohol and Drug Impaired Driving Vertical Prosecution Program. Grant funding is awarded by the California OTS, which serves as the pass-through agency for the National Highway Traffic Safety Administration. The grant performance period is from October 1, 2025 through September 30, 2026. There is no match requirement. This the 12th year the City Attorney's Office has been awarded this grant.

This Program is dedicated to the prosecution of individuals who drive impaired by alcohol or drugs. The City Attorney's prosecution team will oversee cases vertically, meaning prosecutors will handle cases throughout each step of the criminal justice 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 City Attorney's Office will accomplish these objectives to prevent impaired driving and reduce alcohol and drug-involved traffic fatalities and injuries.

The program's total cost is \$1,327,000, which is fully reimbursed by the grant as follows: \$834,453 for salary costs; \$473,230 for related costs; and, \$19,317 for travel expenses. Grant funding for salaries and related costs will fully support six positions consisting of one Deputy City Attorney III, four Deputy City Attorney Is, and one Administrative Coordinator I. There is no match requirement. There is no impact on the General Fund.

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 apply for and execute the grant award agreement between the Office of Traffic Safety and the City Attorney's Office, subject to the approval of the City Attorney;
- b. Accept the grant award in the amount of \$1,327,000 from the Office of Traffic Safety to support the Alcohol and Drug Impaired Driving Vertical Prosecution Program for the period of October 1, 2025 through September 30, 2026; 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 \$1,327,000 from the Office of Traffic Safety;
- b. Establish Appropriation Account No. 12E231 within Fund No. 368/12 in the amount of \$1,327,000;
- c. Transfer \$208,613 from Fund No. 368/12, Account No. 12E231, Impaired Driving Prosecution 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 \$473,230 from Fund No. 368/12, Account No. 12E231, Impaired Driving Prosecution 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 \$402,294 from Fund No. 368/12, Account No. 12E231, Impaired Driving Prosecution to Fund No. 100/12, Revenue Source Code No. 5427, Reimbursement from Grants, to reimburse for salary costs incurred in 2025-26.

12. Fiscal Impact Statement

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

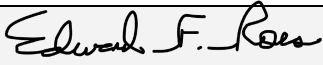
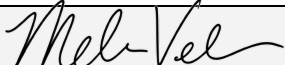
☐ **No** This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total program cost of the Fiscal Year 2025-26 Alcohol and Drug Impaired Driving Vertical Prosecution Program is \$1,327,000, of which will be fully reimbursed by the California Office of Traffic Safety Grant funding.

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. 04270035

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
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 /	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	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

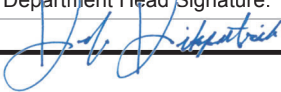
Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

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>					
	Rate				
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.