

(R-97-40)

RESOLUTION NUMBER R- 287687

ADOPTED ON JUL 29 1996

BE IT RESOLVED, by the Council of The City of San Diego, that the City Attorney is hereby authorized to accept a sixty-thousand dollar (\$60,000) Spousal Abuser Prosecution Program (SAPP) Grant from the State of California Department of Justice, under the terms and conditions outlined in the letter dated June 28, 1996 to John W. Witt from Attorney General Daniel E. Lungren, attached hereto as Attachment A.

BE IT FURTHER RESOLVED, that The City of San Diego hereby agrees to hold the Department of Justice and the State of California harmless from any liability arising out of the performance of the grant agreement, including court actions or damages and certifies that the City will not use the grant to supplant local expenditures.

APPROVED: JOHN W. WITT, City Attorney

By Stuart H. Swett
Stuart H. Swett
Head Deputy City Attorney

SHS:smf
07/15/96
Or.Dept:Atty
Attachment A
R-97-40
Form=r-t



1300 I STREET, SUITE 125
P.O. BOX 944255
SACRAMENTO, CA. 94244-2550
(916) 445-9555

FACSIMILE: (916) 323-5534
(916) 324-5430

June 28, 1996

The Honorable John W. Witt
City Attorney
City of San Diego
1200 Third Avenue
San Diego, CA 92101-4106

RE: Spousal Abuser Prosecution Program
Grant Funding Fiscal Year 1996/97

Dear Mr. Witt:

As of now, we are in the Governor's Budget for continued funding of this grant program. Although we cannot award grants until the Governor has signed the budget and we know exactly how much money we will have available to award, we are anticipating that the amount of money will be the same as last year. In order to expedite the renewal process, enclosed you will find documents you need to process your request for continued funding:

1) BUDGET CATEGORY AND LINE-ITEM DETAIL SUMMARY.

The information on this form will be used by Accounting to compare and approve invoices for reimbursement.

- A. Round to the nearest dollar.
- B. Because this is the third year of funding for most programs, we assume you have already purchased sufficient equipment to operate your program. Budgets should primarily consist of Personal Services. Submit budgets without equipment requests and with minimal operating expense charges. Exceptions should be justified.
- C. Charges for salary savings, general overhead and administrative services are not allowable under this grant.
- D. Generally, contracts should be listed under operating expenses, not personal services.
- E. Include enough money to cover anticipated expenditures in each category. This year if the invoice does not match the Summary you submit and is not accompanied by a Budget

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Modification, the invoice will be returned to you. If you do overspend a category, attach a Budget Modification to your invoice to indicate how you will change your budget to accommodate the additional cost. Accounting will not process an invoice which results in a negative figure in any category.

F. Check your mathematical calculations. Accounting will not accept Budget or Invoice information that is not calculated accurately.

G. The third grant year will begin July 1, 1996 and end June 30, 1997 for most programs.

2) PROJECT CLAIM INVOICE.

This is the document Accounting requires to process your reimbursements.

A. This document must match the current, approved Budget Category and Line-Item Summary. If it does not, attach a Budget Modification to indicate the necessary changes.

B. Both the front and back pages must be completed.

C. The position and the name of the person in the position must be listed under Personnel Costs. You can note on the form and attach a list of personnel if it is easier for you. However, if you do so, be sure to complete the rest of the form - even if you have no expenditures in a category.

The names and positions are essential because the enabling legislation contains requirements for minimum experience and training of staff assigned to the grant.

D. If you rotate personnel assigned to the grant or add someone new, submit a resume or statement of qualifications for that person. It will save processing time if you attach the resume to the Invoice.

3) BUDGET MODIFICATION.

Use to reflect changes in your budget during the year. For speed in processing your Invoices, attach to the invoice which reflects changes in expenditures or personnel.

4) PROGRESS REPORT.

We are changing this form this year, but until a new form is ready, please use the same form and change the dates. Effective September 1, 1996, invoices will not be processed unless your progress reports are current.

5) GRANT AWARD FORM.

Submit five signed originals along with the Budget Category and Line-Item Detail summary.

6) Submit BOARD OR CITY RESOLUTION authorizing the Department of Justice grant for the 96/97 fiscal year. The resolution should contain a certification that the county or city will not use the DOJ grant to supplant local expenditures and agree to hold the Department of Justice harmless from any claims that arise from the use of grant monies. Omit references to OCJP.

7) Attach a brief statement regarding your intention to continue the grant as is or describe briefly any changes you intend to make.

I hope to be able to confirm another year of funding for your program as soon as the budget is passed, we will continue to work to secure additional money for this most effective program. As always, it is a pleasure working with you and your staff. Feel free to contact me or Carol Coffey at 916-324-5459 with questions, comments, or suggestions as to how to improve this program.

Sincerely,

DANIEL E. LUNGREN
Attorney General



GEORGE WILLIAMSON
Chief Assistant Attorney General

GW:cac

Enclosure

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