

**BOARD OF
SUPERVISORS**

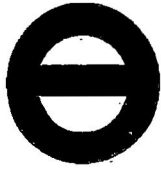
Hilda L. Solis
First District

Holly J. Mitchell
Second District

Lindsey P. Horvath
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District



**Chief
Executive
Office.**

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER
Fesia A. Davenport

June 15, 2023

Chief Wally Hebeish
City of Long Beach Police Department
400 W. Broadway
Long Beach, California 90802

Dear Chief Hebeish:

36655

**COUNTY OF LOS ANGELES
2023-24 REAL ESTATE FRAUD PROSECUTION GRANT PROGRAM**

This is to advise you that your Real Estate Fraud Prosecution grant application for the performance period of July 1, 2023 through June 30, 2024, has been approved by the Real Estate Fraud Prosecution Trust Fund Committee, in the amount of \$27,000.

Please complete and return the enclosed Grant Acceptance Form (Enclosure I), and Budget Detail Form (Enclosure II) based on the grant award amount, by June 30, 2023. Both documents must be submitted to accept the grant.

Prior to signing the Grant Acceptance Form, please read the Real Estate Fraud Prosecution Grant Reimbursement Requirements (Enclosure III) to ensure that your agency can meet the supporting documentation requirements necessary for reimbursement for the Real Estate Fraud Prosecution grant. The Grant Acceptance Form must be signed by you or your designee.

Payment of grant funds shall be made subsequent to the receipt of quarterly invoices. Also, enclosed is the Grant Reporting Form (Enclosure IV) which must be completed and returned by September 1, 2024, 60 days following the end of the grant period. Correspondence should be mailed to:

Real Estate Fraud Prosecution Trust Fund Committee
c/o County of Los Angeles Chief Executive Office
500 West Temple Street, Room 754, Los Angeles, California 90012
Attention: Anna Petrosyan



"To Enrich Lives Through Effective And Caring Service"

Chief Wally Hebeish
June 15, 2023
Page 2

All inquiries should be directed to the Real Estate Fraud Prosecution Trust Fund Committee liaison, Anna Petrosyan at (213) 974-1138 or at apetrosyan@ceo.lacounty.gov.

Sincerely,

Fesia Davenport

Fesia Davenport (Jun 15, 2023 17:06 PDT)

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:MM
RCP:AP:cc

Enclosures

36655

ENCLOSURE I

2023-24 GRANT ACCEPTANCE FORM
REAL ESTATE FRAUD PROSECUTION PROGRAM

Agency: Long Beach Police Department

Address: 400 West Broadway, Long Beach, California 90802

Telephone: (562) 570-5560

Purpose of Grant: Investigation and Prosecution of Real Estate Fraud

Amount Awarded: \$27,000.00

I understand by the acceptance of these funds, the above agency will:

- Utilize the funds for the prosecution and/or investigation of real estate fraud cases;
- Ensure that receipt of these funds will not be used to offset a reduction in any other source of funds;
- Submit reimbursement claims, at the end of each quarter (if any funding was expended during that quarter), to address at the bottom of this form;
- Understand that award of these funds is subject to the availability of funds deposited into the Real Estate Fraud Trust Fund and that in the event funds deposited are insufficient to cover all grant funds awarded, the Real Estate Fraud Prosecution Trust Fund Committee may reduce each agency's grant award on a pro-rata basis;
- Attend the Real Estate Fraud Task Force monthly meeting; and
- Request carryover of unspent grant funds by **May 1, 2024** if investigations and/or prosecutions are still in progress. Requests to carryover funds for salaries and employee benefits will not be allowed unless the expenditures were incurred during the authorized grant period.

Linda J. Jabron

Agency Director

8-17-2023

Date

Please return this completed form by **June 30, 2023** to:

Real Estate Fraud Prosecution Trust Fund
c/o Los Angeles County Chief Executive Office
Attn: Anna Petrosyan (213) 974-1138
500 West Temple Street, Room 754
Los Angeles, California 90012
Apetrosyan@ceo.lacounty.gov

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

APPROVED AS TO FORM
AUGUST 1 2023
SANTO DOMINGO, City Attorney
ARTURO D. SANCHEZ
SUNNY CITY ATTORNEY

BUDGET DETAIL FORM

ENCLOSURE II

Name of Agency: LONG BEACH POLICE DEPARTMENT

FY 2023-24 REAL ESTATE FRAUD GRANT

Performance Period: July 1, 2023 through June 30, 2024

Allocation: \$27,000

- Original Budget
- Budget Modification

A. Personnel Services:

List each position by title of employee. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative.

Title	# of Pos.	Annual Salary	Monthly Salary	% of Time	Length of Time	Salary Cost
			\$ -			\$ -
Total Personnel Costs:						\$ -

Personnel Narrative:
N/A

B. Overtime:

List each position by title of employee. Show the numbers of hours and rate to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative.

Title	# of Pos.	Overtime Rate		No. of Hours	Overtime Cost
		Current	10/1/2023		
Detective	5	\$ 93.32	\$ 103.06	180	\$ 18,113
Sergeant	1	\$ 120.72	\$ 136.16	60	\$ 7,938
Total Personnel Costs:					\$ 26,051

Personnel Narrative:

Financial Crimes Detectives who have completed the ICI Real Estate Fraud class are assigned real estate fraud cases to investigate and will be allowed to use the Real Estate Fraud Grant to work cases on overtime. This will allow more investigative time for real estate fraud cases. Currently, we have five detectives and a sergeant who have completed the training

C. Taxes and Fringe Benefits (FB)

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

Title	# of Pos.	Basis Overtime	Basis Hours	Benefit Rate	FB Cost
Detective	5	\$ 18,112.50	0	1.45%	0 \$ 263
Sergeant	1	\$ 7,938.00	0	1.45%	0 \$ 115
Total Taxes and Fringe Benefit Costs:					\$ 378

D. Travel & Training

Item	Computation	Travel Cost
		\$ -
		\$ -
Total Travel Costs:		\$ -

Travel & Training Narrative:

E. Equipment

Item	Computation	Equipment Cost
		\$ -

BUDGET DETAIL FORM

Name of Agency: LONG BEACH POLICE DEPARTMENT

FY 2023-24 REAL ESTATE FRAUD GRANT

Performance Period: July 1, 2023 through June 30, 2024

Allocation: \$27,000

- Original Budget
- Budget Modification

	\$	-
Total Equipment Costs:	\$	-

Equipment Narrative:

F. Supplies

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items (Itemize)	Computation	Supplies Cost
		\$ -
		\$ -
		\$ -
	Total Supplies Costs:	\$ -

Supplies Narrative:

G. Other Costs (Itemize)

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Item	Computation	Other Costs
Data Tree	As needed, per search.	\$ 572.00
		\$ -
		\$ -
	Total Other Costs:	\$ 572.00

Other Costs Narrative:

We use Data Tree to obtain property detail reports and copies of deeds. We are billed per search. Funds will be used to pay these invoices. Copies of paid invoices will be included in the quarterly reimbursements.

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs.

Budget Category	Amount
A. Personnel	\$ -
B. Overtime	\$ 26,051
C. Fringe Benefits	\$ 378
D. Travel & Training	\$ -
E. Equipment	\$ -
F. Supplies	\$ -
G. Other Costs	\$ 572.00
Total Projected Costs	\$ 27,000

**REQUIRED SUPPORTING DOCUMENTS
FOR REAL ESTATE FRAUD GRANT EXPENDITURES**

Submit all claims and supporting documentation to:

Anna Petrosyan, Senior Analyst
County of Los Angeles Chief Executive Office
500 West Temple Street, Room 754, Los Angeles, CA 90012

****IMPORTANT**** Unless otherwise instructed, please use one invoice per program budget allocation. In order to process payment, you must submit this checklist with the supporting documents for all expenditures you are claiming on the submitted invoice. Request for reimbursements must be submitted every quarter. Failure to submit the required supporting documentation for your expenditures can result in disallowances, reporting discrepancies or delays in the payment process. Additional supporting documentation may be requested at any time.

EXPENDITURE CLAIMS MUST INCLUDE THE FOLLOWING:

- Purchase Order**
- Invoice:** Must be stamped "PAID," signed with authorized signature for payment, and dated.
- Proof of Delivery:** Packing slips should be included. If packing slips were not part of the equipment delivery (e.g. licenses), the P.O. needs to be stamped "RECEIVED" with the date received, and signature.
- Proof of Payment:** Include proof of payment and proof the payment has **CLEARED**. Proof of payment must have reference to the invoice, and amount paid must match the invoice amount. If multiple invoices are being paid with one check, the invoices must be listed with corresponding amounts. Price quotes **will not be accepted** as proof of purchase for reimbursement
- Expenditure Report:** Complete the attached 'Expenditure' Report and submit with invoice.

FOR PERSONNEL

- Functional Timesheets:** indicating the # of hours charged to grant related activity per day, signed by employee and supervisor (must match payroll register)
- Payroll register** indicating the salary, hourly rate, employee benefits, overtime rate. Include backfill for name of employee attending training/exercise, break-down of pay rate and benefits rate (official payroll register and not an excel document).
- Copy of applicable Pre-Approved Employee Benefit Rate**
- S&EB Report:** Complete the attached 'Salaries & Employee Benefits' Report and submit with invoice.

Completed By: _____

Signature: _____

Date: _____

**COUNTY OF LOS ANGELES
REAL ESTATE FRAUD GRANT
Reimbursement Request Invoice Form**

FISCAL YEAR 2023-24

Remit Financial Back-Up Documentation to:

Anna Petrosyan, apetrosyan@ceo.lacounty.gov
County of Los Angeles Chief Executive Office
Kenneth Hanh Hall of Administration
500 West Temple Street Room 754
Los Angeles, CA 90012

Agency: Sample Police Dept (Grantee)

Prepared By: Sample Preparer Name

Phone No.: (xxx) xxx - xxxx

Email: Sample@agency.gov

Expenditure Claim Period:

- | | | | |
|---------------|-------------------------------------|-------------------------------------|-------------------|
| QTR #1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | July 1 to Sep 30 |
| QTR #2 | <input type="checkbox"/> | <input type="checkbox"/> | Oct 1 to Dec 31 |
| QTR #3 | <input type="checkbox"/> | <input type="checkbox"/> | Jan 1 to March 31 |
| QTR #4 | <input type="checkbox"/> | <input type="checkbox"/> | Apr 1 to Jun 30 |

Real Estate Fraud Grant	Expenditure Period Being Claimed	Approved Budget	Current Expenditure	Previously Expended	Remaining Grant Balance
Salaries & Employee Benefits (S&EB)	QTR #1	\$ -	\$ -	\$ -	\$ -
Overtime	QTR #1	\$ -	\$ -	\$ -	\$ -
Services & Supplies (S&S)	QTR #1	\$ -	\$ -	\$ -	\$ -
Equipment and Fixtures	QTR #1	\$ -	\$ -	\$ -	\$ -
Travel & Training	QTR #1	\$ -	\$ -	\$ -	\$ -
Title Searches/Other (Itemized)	QTR #1	\$ -	\$ -	\$ -	\$ -
Total Grant		\$ -	\$ -	\$ -	\$ -

This financial back-up claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations, and grant conditions and assurances. All supporting documentation related to these expenditures has been retained and is herein submitted in accordance with grant guidelines along with this signed original invoice.

Authorized Department Approval:

County of Los Angeles - Chief Executive Office

County of Los Angeles - Chief Executive Office

Anna Petrosyan

Print Name

Senior Analyst, CEO

Title

/s/ Anna Petrosyan

Signature

Date

apetrosyan@ceo.lacounty.gov

213-974-1138

Remit Payment To:

Sample PD Agency (Grantee)

Sample Street Addresss

Sample City, Zip

Special Instructions:

Please reference _____ on payment

Grantee Agency Office Use Only

Contract No: _____

Reviewed by: _____

FSR Quarter Reported: _____

Invoice Tracking No: _____

Cash Request No: _____

Invoice No: _____

Document ID No: _____

**COUNTY OF LOS ANGELES
REAL ESTATE FRAUD GRANT
EXPENDITURE REPORT**

1. Complete "Expenditure Report"	Agency: <u>Sample Police Dept.</u>	Date: <u>6/15/2020</u>
2. Submit with Invoice or "electronically to: - Anna Petrosyan, apetrosyan@ceo.lacounty.gov	Prepared By: _____ Approved By: _____	Expenditure period: <u>Jan 1 to March 31</u>
	Email: <u>email@pd.gov</u> Phone No.: <u>xxx-xxx-xxxx</u>	0

EQUIPMENT

Make and Model	Equipment Description	Qty	Expenditure Amount	Invoice #	Vendor	Acquired Date	Serial Number	Agency Tag ID #	Condition and Disposition	Deployed Location
Example: Dell Precision XPS	Core i7 computer tower desktop	1.0	\$1,200.00	sample	DELL	6/10/2019	sample	sample	new	RE Fraud Unit in East Los Angeles Station
	TOTAL	1.0	\$1,200.00							

SERVICES & SUPPLIES

Vendor	Description	Invoice #	Expenditure Amount	Date Paid	DOC #
		TOTAL	\$0.00		

TRAVEL & TRAINING

Vendor	Employee	Training Title	Expenditure Amount	Date Paid	DOC #	Invoice #
		TOTAL	\$0.00			

TITLE SEARCHES/OTHER (ITEMIZED)

Vendor/Description	Invoice #	Doc #	Expenditure Amount	Date Paid
		TOTAL	\$0.00	

APPEND CATEGORY AS NEEDED

Vendor/Description	Invoice #	Doc #	Expenditure Amount	Date Paid
		TOTAL	\$0.00	

**COUNTY OF LOS ANGELES
REAL ESTATE FRAUD GRANT
SALARIES EMPLOYEE BENEFITS REPORT**

1. Complete "S&EB Report"	Agency: <u>Sample Police Dept.</u>	Date: <u>6/15/2020</u>
2. Submit with Invoice or "electronically to: - Anna Petrosyan, apetrosyan@ceo.lacounty.gov	Prepared By: _____ Approved By: _____	Expenditure period: <u>Jan 1 to March 31</u>
	Email: <u>email@pd.gov</u> Phone No.: <u>xxx-xxx-xxxx</u>	0

Personnel	Budgeted Positions	Actual Positions	Approved Budget	Budget Mods	Adjusted Budget	Current Expenditure	Cumulative Expenditure	Available Balance		
Examp: Deputy Bonus II	4.0	4.0	\$1,050,000.00	\$0.00	\$1,050,000.00	\$125,432.44	\$764,248.88	\$160,318.68		
Examp: Sergeant	0.75	0.75	\$150,000.00	\$0.00	\$150,000.00	\$25,433.45	\$65,483.70	\$59,082.85		
TOTAL SALARIES AND EMPLOYEE BENEFITS			Error/Not bala	\$0.00	\$1,200,000.00	\$150,865.89	\$829,732.58	\$219,401.53		

Personnel Detail

Name	Item	Actual Salaries Jan	Actual Salaries Feb	Actual Salaries Mar	Total Salaries	Employee Benefits 59.413%	Overhead 53.891%	Shooting Bonus	Uniform Allowance	Total Amount
Last, First	Deputy Bonus II	\$ 11,543.31	\$ 11,543.31	\$ 11,543.31	\$ 34,629.93	\$ 20,574.68	\$ 18,662.42	\$ 45.00	\$0.00	\$ 73,912.03
	TOTAL S&EB DETAIL		\$11,543.31	\$11,543.31	\$34,629.93	\$20,574.68	\$18,662.42	\$45.00	\$0.00	\$73,912.03

Overtime Summary		Approved Budget	Budget Mods	Adjusted Budget	Current Expenditure	Cumulative Expenditure	Available Balance
		\$0.00	\$0.00	\$0.00	\$914.99	\$0.00	-\$914.99
TOTAL OVERTIME SUMMARY		\$0.00	\$0.00	\$0.00	\$914.99	\$0.00	-\$914.99

Overtime Detail

Name	Item	Monthly Salary	OT Rate per hour	Dates Worked	OT Hours	Total OT	EB Rate (%)	Total Amount
Last, First	Sergeant	\$ 13,267.30	\$114.37	1/11/2019	8.0	\$914.99		\$914.99
			TOTAL OVERTIME DETAIL		8.0	\$914.99	\$0.00	\$914.99

**REAL ESTATE FRAUD PROSECUTION REPORTING FORM
FY 2023-24
(July 1, 2023 - June 30, 2024)**

By September 1, 2024, please provide the Real Estate Fraud Prosecution Trust Fund Committee with the information requested below. Please return the completed form to:

Real Estate Fraud Prosecution Trust Fund Committee
c/o Los Angeles County, Chief Executive Office
Attn: Anna Petrosyan
(213) 974-1138
500 West Temple Street, Room 754
Los Angeles, California 90012
apetrosyan@ceo.lacounty.gov

1. Please provide for FY **2023-24**:

Number of cases filed:
Number of complaints:
Number of investigations:
Number of arrests:
Number of convictions:

2. Number of victims involved in cases filed in FY **2023-24**:

3. Total aggregate monetary loss suffered by victims in FY **2023-24**:

4. Amount of grant funds awarded in FY **2023-24**:

5. Of the amount awarded, how much was actually expended?

6. Detail of amount expended: Amount

Salaries: _____

(Salaries, Dept. Overhead, Shooting/Bilingual Bonus)

Employee Benefits: _____

Overtime: _____

Equipment: _____

Travel: _____

Training: _____

Supplies: _____

Other: (Title Searches) _____

7. On a separate page, please provide a detailed description of each of the components listed under #9 (for example, number of staff and classification, type of equipment or supplies purchased, type of training, etc.)

AGENCY: _____

CONTACT: _____

PHONE NO: _____

E-MAIL: _____