



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

FESIA A. DAVENPORT
Chief Executive Officer

June 24, 2021

Chief Robert Luna
City of Long Beach Police Department
400 W. Broadway
Long Beach, California 90802

Dear Chief Luna:

36001

**COUNTY OF LOS ANGELES
2021-22 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, 2021 through June 30, 2022, has been approved by the Real Estate Fraud Prosecution Trust Fund Committee, in the amount of \$60,000.

Please complete and return the enclosed Grant Acceptance Form (Attachment I), and Budget Detail Form (Attachment II) based on the grant award amount, by June 30, 2021. 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 (Attachment 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 (Attachment IV) which must be completed and returned by September 1, 2022, 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

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

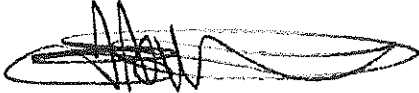
JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

Chief Robert Luna
June 24, 2021
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,

A handwritten signature in black ink, appearing to read 'FESIA A. DAVENPORT', is written over a horizontal line. The signature is somewhat stylized and scribbled.

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:MM:SW
RCP:AP:cc

Attachments

BUDGET DETAIL FORM

ATTACHMENT II

Name of Agency: LONG BEACH POLICE DEPARTMENT

FY 2021-22 REAL ESTATE FRAUD GRANT
 Performance Period: July 1, 2021 through June 30, 2022
 Allocation: \$60,000

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.	Overtime Rate Current	Overtime Rate 10/1/2021	No. of Hours	Overtime Cost
Detective	4	\$ 91.51	\$100.58	500	\$ 49,156
Sergeant	1	\$ 110.41	\$124.67	70	\$ 8,477
Total Personnel Costs:					\$ 57,634

Personnel Narrative:

This is an estimated overtime cost for Detectives and Sergeant working real estate fraud cases and attending real estate fraud training. Billing will be based on actual cost.

B. 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		\$ 49,156.25	600	1.45%	0 \$ 713
Sergeant		\$ 8,477.35	70	1.45%	0 \$ 123
Total Taxes and Fringe Benefit Costs:					\$ 836

Workers Compensation for Detectives and Sergeant overtime.

C. Travel

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

D. Equipment

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

Equipment Narrative:

E. 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:

F. Other Costs (Itemize)

BUDGET DETAIL FORM

ATTACHMENT II

Name of Agency: LONG BEACH POLICE DEPARTMENT

FY 2021-22 REAL ESTATE FRAUD GRANT

 Original Budget

Performance Period: July 1, 2021 through June 30, 2022

 Budget Modification

Allocation: \$60,000

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
C.D.A.A 3-Day Fraud/Real Estate Fraud Symposiums (TBD) or similar training		\$1,000.00
Operating Expenses (Document Fees, Parking, etc.)		\$530.00
		\$ -
	Total Other Costs: \$	1,530.00

Other Costs Narrative:

This money will be used for the cost of training classes, parking fees for training/conferences, and other fees such as document fees.

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	\$57,034.00
B. Fringe Benefits	\$836.00
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ -
F. Other Costs	\$ 1,530.00
Total Projected Costs	\$ 60,000.00

APPROVED BY: AUGUST 11, 2021
 CHARLES PARKIN, City Attorney
 by [Signature]
 ARTURO D. SANCHEZ
 DEPUTY CITY ATTORNEY

BUDGET DETAIL FORM

ATTACHMENT II

Name of Agency: LONG BEACH POLICE DEPARTMENT

FY 2021-22 REAL ESTATE FRAUD GRANT

Performance Period: July 1, 2021 through June 30, 2022

Allocation: \$60,000

 Original Budget
 Budget Modification

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
C.D.A.A 3-Day Fraud/Real Estate Fraud Symposium (TED) or similar training		\$1,000.00
Operating Expenses (Document Fees, Parking, etc.)		\$530.00
		\$ -
	Total Other Costs:	\$ 1,530.00

Other Costs Narrative:

This money will be used for the cost of training classes, parking fees for training/conferences, and other fee's such as document fees.

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	\$57,634.00
B. Fringe Benefits	\$836.00
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ -
F. Other Costs	\$ 1,530.00
Total Projected Costs	\$ 60,000.00

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

Submit all claims and supporting documentation to:
Anna Petrosyan, Analyst
County of Los Angeles Chief Executive Office
500 West Temple Street, Room 764, 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**

ATTACHMENT III
(2 of 4)

FISCAL YEAR 2021-22

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 764
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:

- July 1 to Sep 30
 Oct 1 to Dec 31
 Jan 1 to March 31
 Apr 1 to Jun 30

FY2021-22

- QTR #1
QTR #2
QTR #3
QTR #4

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	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

Analyst, CEO _____

Title

/s/ Anna Petrosyan _____

Signature

Date

apetrosyan@ceo.lacounty.gov _____ 213-974-1138

Remit Payment To:

Sample PD Agency (Grantee)

Sample Street Address

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
SALARIES EMPLOYEE BENEFITS REPORT

ATTACHMENT III
(4 of 4)

1. Complete "S&EB Report" 2. Submit with Invoice or "electronically to: - Anna Petrosyan, apetrosyan@ceo.lacounty.gov	Agency: <u>Sample Police Dept.</u> Prepared By: _____ Approved By: _____ Email: <u>email@pd.gov</u> Phone No.: <u>xxx-xxx-xxxx</u>	Date: <u>6/15/2020</u> Expenditure period: <u>Jan 1 to March 31</u> <p align="center" style="font-size: 1.2em;">FY2021-22</p>
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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	\$65,463.70	\$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 59.415%	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 2021-22
(July 1, 2021 - June 30, 2022)

By September 1, 2022, 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 **2021-22**:

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 **2021-22**:

3. Total aggregate monetary loss suffered by victims in FY **2021-22**:

4. Amount of grant funds awarded in FY **2021-22**:

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) _____

ATTACHMENT IV

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: _____