



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 874-1101
<http://ceo.lacounty.gov>

June 26, 2020

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

Dear Chief Luna:

35643

COUNTY OF LOS ANGELES 2020-21 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, 2020 through June 30, 2021, has been approved by the Real Estate Fraud Prosecution Trust Fund Committee, in the amount of \$49,000.

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, 2020. 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 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, 2021, 60 days following the end of the grant period. Correspondence should be mailed to:

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

Board of Supervisors

HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

Chief Robert Luna
June 26, 2020
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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,


SACHI A. HAMAI
Chief Executive Officer

SAH:FAD:MM:SW
RCP:AP:cc

Attachments

2020-21 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: \$49,000.00

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 the 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, 2021** 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.

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

Linda J. Satum

Agency Director

October 5, 2020

Date

Please return this completed form by **June 30, 2020** 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

APPROVED AS TO FORM

See 28, 2020

CHARLES PARKIN, City Attorney

By *[Signature]*
SARAH E. GREEN
DEPUTY CITY ATTORNEY

BUDGET DETAIL FORM

ATTACHMENT II

Name of Agency: LONG BEACH POLICE DEPARTMENT

1 of 2

FY 2020-21 REAL ESTATE FRAUD GRANT
 Performance Period: July 1, 2020 through June 30, 2021
 Allocation: \$49,000

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		No. of Hours	Overtime Cost
		6/30/2020	6/30/2020		
Detective	4	\$ 91.51	\$ 91.51	400	\$ 36,604
Sergeant	1	\$ 110.41	\$ 110.41	85	\$ 9,385
Total Personnel Costs:					\$ 45,989

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		Benefit Rate	FB Cost
		Overtime	Hours		
Detective		\$ 36,604.00	400	1.45%	531
Sergeant		\$ 9,384.85	85	1.45%	136
Total Taxes and Fringe Benefit Costs:					\$ 667

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

2 of 2

FY 2020-21 REAL ESTATE FRAUD GRANT

Original Budget

Performance Period: July 1, 2020 through June 30, 2021

Budget Modification

Allocation: \$49,000

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 Symposium (TBD)		\$ 1,000.00
California Real Estate License Courses (TBD)		\$ 1,000.00
Operating Expenses (Document Fees, Parking, etc.)		\$ 344.00
		\$ -
	Total Other Costs:	\$ 2,344.00

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	\$ 45,989.00
B. Frings Benefits	\$ 667.00
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ -
F. Other Costs	\$ 2,344.00
Total Projected Costs	\$ 49,000.00

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

Submit all claims and supporting documentation to:
Anna Palov Van Arman
County of Los Angeles Office of the Auditor-Controller
600 West Temple Street, Room 761, Los Angeles, CA 90012

IMPORTANT: Unless you have a pre-approved grant, you are not eligible to receive a grant. You must submit the supporting documentation for all claims to the County of Los Angeles Office of the Auditor-Controller immediately upon receipt of the supporting documentation. Claims are not eligible for reimbursement unless they are submitted within the time period specified in the grant agreement. Additional supporting documentation may be required 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 2020-21
Remit Financial Back-Up Documentation to:
Anna Petrosyan, apetrosyan@ceo.lacounty.gov
County of Los Angeles Chief Executive Office
Kenneth Herth Hall of Administration
800 West Temple Street Room 734
Los Angeles, CA 90012

Agency: Sample Police Dept (Grantee)

Prepared By: Sample Preparer Name

Phone No.: (XXX) XXXX - XXXX

Email: Sample@agency.gov

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

- Expenditure Claim Period:
 July 1 to Sep 30
 Oct 1 to Dec 31
 Jan 1 to March 31
 Apr 1 to Jun 30

FY2020-21

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
 EXPENDITURE REPORT

ATTACHMENT III
 (3 of 4)

1. Complete "Expenditure Report"
 2. Submit with Invoice or "electronically to:
 - Anna Petrosyan, apetrosyan@cao.lacounty.gov

Agency: Samoa Police Dept.
 Prepared By: _____
 Approved By: _____

Date: 6/15/2020
 Expenditure period: Jan 1 to March 31
FY2020-21

Email: email@pd.gov
 Phone No.: xxx-xxx-xxxx

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	now	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

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

ATTACHMENT III
 (4 of 4)

1. Complete "S&EB Report" Agency: Sample Police Dept. Date: 6/15/2020
 2. Submit with invoice or *electronically to: Prepared By: _____
 - Anna Petrosyan, apetrosyan@ceo.lacounty.gov Approved By: _____ Expenditure period: Jan 1 to March 31
FY2020-21
 Email: email@nd.gov
 Phone No.: xxx-xxx-xxxx

Personnel	Budgeted Positions	Actual Positions	Approved Budget	Budget Mode	Adjusted Budget	Current Expenditure	Cumulative Expenditure	Available Balance		
Examp: Deputy Bonus II	4.0	4.0	\$1,060,000.00	\$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 bal	\$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 39.413%	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 Mode	Adjusted Budget	Current Expenditure	Cumulative Expenditure	Available Balance
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 2020-21
(July 1, 2020 - June 30, 2021)**

By September 1, 2021, 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

- 1. Please provide for FY 2020-21:
 - 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 2020-21: _____
- 3. Total aggregate monetary loss suffered by victims in FY 2020-21: _____
- 4. Amount of grant funds awarded in FY 2020-21: _____
- 5. Of the amount awarded, how much was actually expended? _____
- 6. Detail of amount expended:

	<u>Amount</u>
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: _____