



# COUNTY OF LOS ANGELES

## DEPARTMENT OF MEDICAL EXAMINER

1104 N. MISSION RD, LOS ANGELES, CALIFORNIA 90033



**Odey C. Ukpo, M.D., M.S.**  
Chief Medical Examiner

April 09, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

67 April 9, 2024

JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

**REQUEST AUTHORIZATION TO ENTER INTO A CONTRACT WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH INJURY AND VIOLENCE PREVENTION BRANCH (CDPH/IVPB) TO ACCEPT FUNDS AWARDED TO ESTABLISH A SEXUAL ORIENTATION AND GENDER IDENTITY (SOGI) DATA COLLECTION PILOT PROGRAM TO TRAIN INVESTIGATORS AND SUPPORT STAFF TO IDENTIFY, COLLECT, AND REPORT SOGI DATA TO THE CALIFORNIA VIOLENT DEATH REPORTING SYSTEM (CaIVDRS) (ALL DISTRICTS) (3-VOTES)**

### SUBJECT

The Department of Medical Examiner (DME) requests that your Board authorize the Chief Medical Examiner to have delegated authority to enter into contract Agreement #23-10658 (Attachment A) with the California Department of Public Health Injury and Violence Prevention Branch (CDPH/IVPB), and as part of that contract accept the maximum amount of \$70,666.66, for the period July 1, 2023 through June 30, 2025. These funds are being distributed by CDPH/IVPB and were awarded to establish a Sexual Orientation and Gender Identity (SOGI) Data Collection Pilot Program to continue to train and strengthen the skills and knowledge of investigators and support staff to identify, collect, and report SOGI data to the California Violent Death Reporting System (CaIVDRS).

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#### Accreditations:

*National Association of Medical Examiners (Provisional)*  
*California Medical Association-Continuing Medical Education*  
*Accreditation Council for Graduate Medical Education*

*ANAB ISO/IEC 17025:2017 Forensic Science Testing Laboratories*  
*Peace Officer Standards and Training Certified*

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Chief Medical Examiner to enter into the contract with CDPH/IVPB and accept funds in the amount of \$35,333.33 for performance period of July 1, 2023, through June 30, 2024, and \$35,333.33 for the performance period of July 1, 2024, through June 30, 2025, for a maximum amount of \$70,666.66, encompassing the performance period of July 1, 2023, through June 30, 2025.
2. Delegate authority to the Chief Medical Examiner, or designee, to execute contract substantially similar to sample contract attached and submit all other related documents, including, but not limited to, agreements, amendments, extensions, and payment requests that may be necessary for implementation of this program.
3. Delegate authority to the Chief Medical Examiner, or his designee, to accept and implement all such future contract-related funds, including, but not limited, to the execution of all required agreements and amendments.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendations 1 and 2 will allow DME to enter into a contract with CDPH/IVPB and accept funds in the amount of \$70,666.66. The funds will be used for the purpose of training Los Angeles County medical examiner investigators who investigate violent deaths and gather information on decedents on how best to collect information on SOGI status and submit data to CalVDRS. Data related to this testing will be shared with CDPH/IVPB to develop data-driven violence prevention and intervention efforts to reduce the number of preventable deaths among the LGBTQ population.

The funds received from the CDPH/IVPB will help to develop data-driven violence prevention and intervention efforts to reduce the number of preventable deaths among the LGBTQ population.

The DME also plans to utilize grant funding for data collection and evaluation training of investigators to assist the CDPH/IVPB with establishing a SOGI Data Collection Pilot Program.

These actions will improve the DME's ability to obtain and share quality, timely data related to SOGI status of decedents of violent deaths with CDPH/IVPB.

Approval of Recommendation #3 will allow DME to apply for, accept, and implement future Grant awards and/or amendments that are consistent with the requirements of the CDPH/IVPB program.

This authority is being requested to enhance DME's efforts to expeditiously maximize contract-related grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions support Goal III., Realize Tomorrow's Government Today, Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, by ensuring that resources are available to assist the DME in carrying out its mission, and providing essential services to the public in a responsible, efficient, and strategic manner.

### **FISCAL IMPACT/FINANCING**

Board approval will facilitate sufficient funding in the DME's Services & Supplies appropriation in FY 2023-24 in the amount of \$35,333.33 and in FY 2024-25 in the amount of \$35,333.33 for a total of \$70,666.66 for various trainings on data collection and evaluation, to be used starting July 1, 2023, through the conclusion of the performance period on June 30, 2025. Any additional costs resulting from higher than estimated actual costs will be paid through the DME's operating budget in FY 2023-24 and FY 2024-25. No impact to Net County Cost is anticipated.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

CDPH/IVPB contacted DME about entering into a contract to obtain these funds. DME desires to enter into the contract and accept the funds subject to Board's acceptance and execution of an agreement for the expenditure of the funds. The performance period is July 1, 2023, through June 30, 2025, but commences upon execution of the agreement. As a condition for being granted funding, the DME is required to adhere to specific guidelines for the management and administration of this contract.

County Counsel has reviewed this Board Letter and recommends approval.

### **ENVIRONMENTAL DOCUMENTATION**

CEQA reporting requirements are not applicable to the activity described herein because it is excluded from the definition of a "project" as a continuing organizational or administrative activity that will not result in direct or indirect physical changes in the environment, pursuant to Section 15378, Title 14, of the California Code of Regulations (CCR). Reporting requirements under the

County's Environmental Document Reporting Procedures and Guidelines are also inapplicable under Chapter III, Section 302, Appendix G because this activity qualifies as a Categorically Exempt Project, Class 22 training program involving no physical changes in the DME's facility.

Upon the Board's approval of the recommended actions, in accordance with Title 14 of CCR, Section 15062, the DME will file the Notice of Exemption for the 2023 CDPH/IVPB Grant Award with the County Clerk.

### **IMPACT ON CURRENT SERVICES OR PROJECTS**

CDPH/IVPB will provide funding to improve the DME's death investigation methods to support these efforts to collect SOGI status of decedents of violent deaths. They will improve the quality and timeliness of reporting SOGI data throughout the County of Los Angeles to the California Violent Death Reporting System (CalVDRS).

### **CONCLUSION**

When approved, the Executive Office, Board of Supervisors is requested to return one signed copy of the approved Board Letter to the Department of Medical Examiner, attention Silvia Gonzalez, Administrative Services Manager II.

Sincerely,



Digitally signed by Odey Ukpo  
Date: 2024.03.27 12:34:24  
-08'00'

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Odey C. Ukpo, M.D., M.S.  
Chief Medical Examiner

OC:dp

Attachment A

***Sexual Orientation and Gender Identity (SOGI) Data Collection Pilot Program***

**Awarded By**

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**

**TO**

**County of Los Angeles Department of Medical Examiner, hereinafter “Grantee”**

**Implementing the Sexual Orientation and Gender Identity SOGI Data Collection Pilot Program, hereinafter “Project”**

**GRANT AGREEMENT NUMBER 23-10658**

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has the authority to grant funds for the Project under the Health and Safety Code Sections 131085 and 104325-104330. Section 131085 indicates (a) The department may perform any of the following activities relating to the protection, preservation, and advancement of public health: (b) In performing an activity specified in subdivision (a), the department may do any of the following: Award grants for the performance of the activity.

**PURPOSE:** The Department shall award this Grant Agreement to and for the benefit of the Grantee; the purpose of the Grant is to train death investigators to identify, collect, and report Sexual Orientation and Gender Identity (SOGI) data into the California Violent Death Reporting System (CalVDRS) in cases of violent death. Violent deaths include homicide (including legal intervention deaths that result from law enforcement acting in the line of duty), suicide, unintentional firearm deaths, and deaths for which the intent could not be determined.

**GRANT AMOUNT:** The maximum amount payable under this Grant Agreement shall not exceed the amount of \$70,666.66.

**TERM OF GRANT AGREEMENT:** The term of the Grant shall begin on July 1, 2023, and terminate on June 30, 2025. No funds may be requested or invoiced for services performed or costs incurred after June 30, 2025.

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	<b>Grantee: County of Los Angeles Department of Medical Examiner</b>
Attention: Carrie Smalley	Attention: Dr. Odey Ukpo
Address: P.O. Box 997377, MS 7214	Address: 1104 N. Mission Road
City, ZIP: Sacramento, CA 95899-7377	City, ZIP: Los Angeles, CA 90033
Phone: (970) 412-6366	Phone: (323) 343-0512
E-mail: Carrie.Smalley@cdph.ca.gov	E-mail: oukpo@me.lacounty.gov

Direct all inquiries to the following representatives:

<b>California Department of Public Health, Injury and Violence Prevention Branch</b>	<b>Grantee: County of Los Angeles Department of Medical Examiner</b>
Attention: Carrie Smalley	Attention: Diane Park
Address: P.O. Box 997377, MS 7214	Address: 1104 N. Mission Road
City, Zip: Sacramento, CA 95899-7377	City, Zip: Los Angeles, CA 90033
Phone: (970) 412-6366	Phone: (323) 343-0616
E-mail Carrie.Smalley@cdph.ca.gov	E-mail: dpark@me.lacounty.gov

All payments from CDPH to the Grantee; shall be sent to the following address:

<b>Remittance Address</b>
<b>Grantee: County of Los Angeles Department of Medical Examiner</b>
Attention "Cashier": Patty Romo
Address: 1104 N. Mission Road
City, Zip: Los Angeles, CA 90033
Phone: (323) 343-0690
E-mail: promo@me.lacounty.gov

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party, said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement which can be requested through the CDPH Project Representatives for processing.

**STANDARD GRANT PROVISIONS.** The Grantee must adhere to all Exhibits listed and any subsequent revisions. The following Exhibits are attached hereto or attached by reference and made a part of this Grant Agreement:

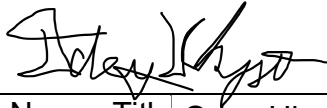
- Exhibit A      LETTER OF AWARD  
                  ATTACHMENT I – List of Grantees  
                  ATTACHMENT II – Grant Activities
  
- Exhibit B      BUDGET DETAIL AND PAYMENT PROVISIONS
  
- Exhibit C      STANDARD GRANT CONDITIONS  
                  \*In Exhibit C, #15, paragraph 1, the statement “Request for Applications (Exhibit D) and the Grant Application (Exhibit A).” shall now read “Letter of Award (Exhibit A).”
  
- Exhibit D      LETTER OF FUNDING OPPORTUNITY
  
- Exhibit E      ADDITIONAL PROVISIONS

**GRANTEE REPRESENTATIONS:** The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its subgrantee’s to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: 3/10/2024



Name, Title Odey Ukpo, M.D., M.S. Chief Medical Examiner  
County of Los Angeles  
Department of Medical Examiner |  
1104 N. Mission Road  
Los Angeles, CA 90033

Date: \_\_\_\_\_

Name, Chief  
Contracts Management Unit |  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.262  
P.O. Box 997377, MS 1800- 1804  
Sacramento, CA 95899-7377