



Office of the Los Angeles City Attorney  
Hydee Feldstein Soto

## MEMORANDUM

To: The Honorable Karen Bass  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012

Honorable Members of City Council  
City Of Los Angeles  
City Hall  
Los Angeles, CA 90012

From: Michiko M. Reyes 

Date: August 15, 2024

Re: LA County Criminal Record Clearing Project – HEART FY2024-2025

As detailed in the CAO Grants Acceptance form, the LA County Homeless Court Program, administered by the LA City Attorney's Homeless Engagement and Response Team (HEART), will continue operating its mobile program to assist homeless individuals or individuals at risk of homelessness through citation clinics supported through \$965,635 in continuation funding from June 16, 2024 through June 14, 2025.

Launched countywide under the Measure H Criminal Record Clearing Project in July 2018, field teams began assisting individuals experiencing homelessness or at risk of homelessness to resolve eligible infraction citations and associated warrants, fines, and fees. From June 18, 2023 through June 15, 2024, the program engaged 1,593 unhoused individuals. The program attended 100 homeless outreach events. During this period, 2,581 petitions were filed for dismissal and 2,437 dismissal motions were granted.

FY 2024/25 funding will sustain the HEART field teams established under Measure H funding. These teams will run criminal background records, manage mobile team deployments, motion the Los Angeles Superior Court to secure dismissals, coordinate with the court clerk to ensure fines and fees are pulled from collections, work with cross-jurisdictional partners to approve motions, work with service agencies to coordinate large events, recruit new service providers and resource agencies to support the mobile teams, and coordinate existing service providers to process participants. Measure H funding is approved on an annual basis.

The County has indicated its intent to renew funding to sustain the program.



**City of Los Angeles**  
Grant Award Notification and Acceptance

### Recipient Department

This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Andre Quintero	E-Mail: <a href="mailto:andre.quintero@lacity.org">andre.quintero@lacity.org</a>	Phone: (213) 978-7920
Project Manager:	Cynthia Gonzalez	E-Mail: <a href="mailto:cynthia.gonzalez@lacity.org">cynthia.gonzalez@lacity.org</a>	Phone: (213) 978-2231
Department/Bureau/Agency:	City Attorney		Date: 08/15/2024

### Grant Information

Name of Grantor:		Pass Through Agency:	
County of Los Angeles			
Grant Program Title:		Notification of Award Date:	
LA Criminal Record Clearing Project - HEART FY2024/25		07/01/2024	
Funding Source (Public / County/Regional)	Grant Type: Non-Competitive/Formula	Funds Disbursement:	Agency's Grant ID:
			CFDA#:
			Other ID#:
			eCivis ID#:
Match Requirement:	None	Amount: \$0.00	%Match 0
Match Type:	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$965,635	\$0	\$415,201
		Total Project Budget:	
		\$1,380,836	

### Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
Deputy City Attorney II/III	\$233,269			100% FTE
Deputy City Attorney II	\$172,687			100% FTE
Administrative Coordinator II	\$117,821			100% FTE
Administrative Coordinator II	\$107,430			100% FTE
Administrative Coordinator I/II	\$117,079			100% FTE
Administrative Coordinator I/II	\$97,767			100% FTE
Materials/Supplies				
Database and Software	\$2,700			
Office Supplies	\$827			
Travel				
Transportation	\$1,500			
Related Costs				
CAP 41 - Fringe Benefits	\$96,830		\$271,880	43.58% - City Attorney Adopted Budget
CAP 41 - Indirect Costs			\$143,321	Not allowable
Language Bonus Pay	\$17,725			
Total	\$965,635	\$0	\$415,201	

### Approved Project

Descriptive Title of Funded Project:		LA Criminal Record Clearing Project - HEART FY2024/25	
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start:	06/16/2024	End:	06/14/2025
		Affected Council District(s):	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
Identify External Partners:			

### Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

Continuation funding for the LA County Homeless Court. The Los Angeles City Attorney's Homeless Engagement and Response Team (HEART) administers the LA County Homeless Court program. The Homeless Court helps unhoused individuals or individuals at risk of experiencing homelessness clear traffic and other infraction tickets by engaging in services instead of paying fines and fees. These low-level criminal cases can have collateral consequences for employment and housing. HEART frequently reviews cases that have amassed thousands of dollars in fines and fees, involving violations ranging from jaywalking to drinking in public to driving on a suspended license. HEART works with approved social service providers to confirm that participants are engaging in services before coordinating with local prosecutors and the LA County Superior Court to dismiss citations and/or suspend outstanding fines and fees. Participants can connect with HEART through two main ways: (1) by attending an in-person event and completing an intake with a HEART member; or (2) having an approved service provider submit a direct referral to HEART.

### Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
  - a. Accept and execute the grant award agreement in the amount of \$965,635 between the City and the County of Los Angeles from June 16, 2024 to June 14, 2025, subject to the approval of the City Attorney as to form;
  - b. Accept the grant award in the amount of \$965,635 from the County of Los Angeles;
  - c. Prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.
2. AUTHORIZE the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$965,635 from the County of Los Angeles;
  - b. Establish a new appropriation account within Fund 368 as follows:  
Account 12A861 – HEART Criminal Records Clearance Project FY24-25 - \$965,635
  - c. TRANSFER \$846,053 from Fund 368, Department 12, Account 12A861 – HEART Criminal Records Clearance Project FY24-25 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the six (6) resolution authorities;
  - d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$114,555 from Fund 368, Department 12, Account 12A861 – HEART Criminal Records Clearance Project FY24-25 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits related to the project.

### Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The total cost of the HEART Criminal Records Clearance Project FY24-25 program is \$1,380,836 of which \$965,635 will be reimbursed by the County of Los Angeles. The General fund contribution is \$415,201 in fringe and related costs (CAP 41) which are already included in the City's adopted budget.

### Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

<input checked="" type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
<input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable)
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)
Department Head Name: <u>Stefan Fauble</u>	Department Head Signature: <u>Stefan Fauble</u> Date: <u>12/3/24</u>

### For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- ☐ Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- ☐ Returned to Department (Additional information/documentation has been requested.)
- ☐ Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

**Grant Award Notification and Acceptance  
Grant Project Cost Breakdown**

Homeless Court Program								Department:		Los Angeles City Attorney	
Grant Project Breakdown				Grant Funds		Additional Costs**		Total		Comments	
Salaries						City Funds		Non-City Funds			
1010 Salaries General				846,053						846,053	
1020 Salaries Grant Reimbursed										-	
1070 Salaries As Needed										-	
1090 Overtime										-	
Salaries Total:				846,053						846,053	
Related Costs City Attorney		CAP Rate									
Fringe Benefits		43.58%		96,830		271,880				368,710	
Language Bonus Pay				17,725						17,725	
Department Administration		12.60%				106,603				106,603	
Central Services		4.34%				36,719				36,719	
Related Costs Total:				\$ 114,555		\$ 415,201		\$ -		529,756	
Expense											
2120 Printing & Binding										-	
2130 Travel				1,500						1,500	
3040 Contractual Services										-	
3310 Transportation										-	
4160 Governmental Meetings										-	
6010 Office Supplies				3,527						3,527	
6020 Operating Supplies										-	
7300 Equipment										-	
Expenses Total:				\$5,027		\$0		\$0		5,027	
Grand Total:				\$ 965,635		\$ 415,201		\$ -		\$ 1,380,836	
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)											
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.											

