

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0043

Date: December 9, 2024

To: The Mayor
The CouncilAttn: Thomas Arechiga, Mayor's Legislative Coordinator
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: *Uplenda Chavez*
for Matthew W. Szabo, City Administrative OfficerSubject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT
ACCEPTANCE PACKET FOR THE LOS ANGELES COUNTY GRANT AWARD
DISPUTE RESOLUTION PROGRAM (RESTORATIVE JUSTICE)**

Attached is the Grant Acceptance Packet (Packet) for a California Dispute Resolution Program Act grant subaward in the amount of \$68,905 from the County of Los Angeles Department of Consumer and Business Affairs for the period from July 1, 2024 through December 31, 2024 for the City Attorney's Dispute Resolution Program (DRP) Neighborhood Justice Panel (NJP) Restorative Justice. The DRP (NJP) provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of going through the traditional criminal justice system process. This term represents an extension to the final year of a five-year grant award.

The grant subaward of \$68,905 will provide \$55,204 for full funding for one Administrative Coordinator II. The remaining grant funds will provide \$1,100 for database and licenses, \$2,900 for training expenses, and \$9,701 for related costs. The total program cost is \$92,614 and consists of \$68,905 in grant funds and \$23,709 in related costs of which \$17,226 fulfills the 25 percent match requirement. These related costs are included in the City Attorney's 2024-25 Adopted Budget. There is no additional impact to the General Fund.

As a participant in the Phase II eCivis Grants Management Program, the City Attorney's Office submitted the Packet for review and analysis by the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO analyst. This Office reviewed the Packet for completeness, conducted a concise analysis, prepared a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Grant Agreement

If you have any questions regarding the Grant Acceptance Packet, please contact Luis Miguel Sayo at (213) 978-7627.

MWS:LMS:04250032

Attachment

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

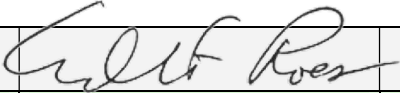

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: July 1, 2024	
Grant Award Title: Dispute Resolution Program (Restorative Justice)		Grant Amount: \$68,905 – 6-month Extension to final 5 th Year Prior Grant Award(s): \$137,810	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: DRP192008/C.F. 24-0966	Performance Start Date: 7/1/2024	Performance End Date: 12/31/24	
Purpose: The Office of the City Attorney requests authority to accept a grant subaward of \$68,905 for the Fiscal Year 2024-25 Dispute Resolution Program (Restorative Justice) from the County of Los Angeles Department of Consumer and Business Affairs for a performance period of July 1, 2024 through December 31, 2024. Funding will support the City's Dispute Resolution Program (DRP), Neighborhood Justice Panel (NJP), Restorative Justice Program which provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of the traditional criminal justice system. During FY 2023, the NJP initiated 451 diversion cases and successfully resolved 373 cases. A total of 111 community members and six stakeholder groups underwent training. As of June 30, 2024, the NJP has received 8,613 referrals for diversion, initiated 5,278 diversion cases, and successfully resolved 4,821 cases.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
<ul style="list-style-type: none"> Department requests acceptance of the Grant 	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
<ul style="list-style-type: none"> Match Sources Identification completed 	X			() Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> Additional Funds requested 		X		() Submit to CAO for review
3. Charter Section 1022 Determination				
<ul style="list-style-type: none"> Charter Section 1022 findings completed 			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
<ul style="list-style-type: none"> Standard and Grantor Provisions or equivalent language is included 			X	() Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/> 			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities				
<ul style="list-style-type: none"> Department has submitted a request for position(s) 		X		() Review documents and make determination
6. Grant Implementation Recommendations				
<ul style="list-style-type: none"> Department has submitted grant implementation instructions 	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
<ul style="list-style-type: none"> Department has requested Funds/Accounts Set-up 	X			
8. Governing Body Resolution/Certification				
<ul style="list-style-type: none"> Department has submitted Resolution/Certification 			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

<input type="checkbox"/>	• Department has submitted Fiscal Impact Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	() Submit to CAO for review and determination
10. Grant Award Summary					
<p>The Office of the City Attorney requests approval to accept the FY 2024-25 County of Los Angeles Department of Consumer and Business Affairs grant subaward of \$68,905 to support the City's DRP, NJP Restorative Justice for a grant performance period of July 1, 2024 through December 31, 2024. This term represents an extension to the final year of a five-year grant award.</p> <p>The total program cost is \$92,614 consists of \$68,905 in grant funds and \$23,709 in related costs not covered by the grant. These funds are included in the City Attorney's 2024-25 Adopted Budget, of which \$17,226 fulfills a 25 percent City match requirement.</p> <p>(Grant Award Summary continued on Page 3)</p>					
11. Recommendations					
<p>Pursuant to a review of departmental recommendations for this grant, 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, etc.</p> <p>That the Council, subject to the approval of the Mayor</p> <ol style="list-style-type: none">1. Authorize the City Attorney or designee to accept the accompanying grant award between the City of Los Angeles and the County of Los Angeles Department of Consumer and Business Affairs and authorize the City of Los Angeles or designee to:<ol style="list-style-type: none">a. Accept the grant subaward in the amount of \$68,905 for the Dispute Resolution Program, Neighborhood Justice Panel (Restorative Justice) for the period of July 1, 2024 through December 31, 2024;b. Execute said grant agreement between the County of Los Angeles and the City of Los Angeles, subject to the approval of the City Attorney as to form;2. Authorize the Controller to:<ol style="list-style-type: none">a. Establish a receivable within City Attorney Grants Fund No. 368, Department No. 12 for this program in the amount of \$68,905;b. Establish Appropriation Account No. 12A712 - DRP FY 2025 (RJ) within City Attorney Grants Fund No. 368 in the amount of \$68,905;c. Upon receipt of grant funds, transfer up to \$55,204 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A712-DRP FY 2025 (RJ) to Fund No. 100, Department No. 12, Account No. 001010, Salaries, General;d. Upon receipt of grant funds, transfer up to \$9,701 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A712-DRP FY 2025 (RJ) to Fund 100, Department No. 12, Revenue Source Code 5346, Related Cost Reimbursement from Grant, and, <p>(Recommendations continued on Page 3)</p>					
12. Fiscal Impact Statement					
<p>(X) Yes This Office finds that the Grant complies with City financial policies as follows (see below): () No This Office finds that the Grant does not comply with City financial policies as follows (see below):</p> <p>The total program cost of the Dispute Resolution Program, Neighborhood Justice Panel (NJP) Restorative Justice is \$92,614 and consists of \$68,905 in grant funds and \$23,709 in related costs of which \$17,226 fulfills the 25 percent match requirement. These funds are included in the City Attorney's FY24-25 Adopted Budget. No additional Grant Fund appropriation is requested at this time. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.</p> <p>(Fiscal Impact Statement continued on Page 3)</p>					
Doc. No. 04250032					
Luis Miguel Sayo					
CAO Analyst		Chief		CAO/Assistant CAO	
				12/09/2024	
				Date	

10. Grant Award Summary (Continued from Page 2)

The total cost of the program is \$92,614, of which \$68,905 is reimbursable to the City as follows: \$55,204 for salaries, \$1,100 for database and licenses, \$2,900 for training expenses, and \$9,701 for related costs. The grant award will provide full funding for one City Attorney Administrative Coordinator II.

The total related costs is \$33,410, and is comprised of \$9,701 provided by the grant and \$23,709 of which \$17,226 fulfills the 25 percent City match requirement. These funds are included in the City Attorney FY2024-25 Adopted Budget.

11. Recommendations (Continued from Page 2)

5. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

12. Fiscal Impact Statement (Continued from Page 2)

The City's Financial Policies require that the City pursue Federal, State, and private grants, but strictly limit the financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report are in compliance with the City's Financial Policies in that proposed funding is balanced against grant revenue approved by Council actions and from Federal and State grant receipts. All funding is subject to the availability of grant funds and determinations by Mayor and Council.

Accepting the grant and approving the recommendations in this report are in compliance with the City's Financial Policies as the grant funds are fully reimbursing the General Fund for grant eligible activities.