



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: Kyle Kirkpatrick, Grants Coordinator

Date: December 23, 2023

Re: FY 2024 Dispute Resolution Program (Community)

Transmitted herewith for Mayor and City Council consideration is FY 2024 funding totaling \$149,653 to provide ongoing support for three Dispute Resolution Program (DRP) positions. This figure reflects a \$20,000 increase from FY 2023 from funding made available through the California Dispute Resolution Program Act. Funding passes through the County of Los Angeles Department of Consumer and Business Affairs to grantees awarded through a competitive process. This term represents the final year of a five-year grant award for the period July 1, 2023 through June 30, 2024.

Now in its 33rd year, DRP provides citywide mediation services as an alternative to formal administrative or court proceedings. During FY 2023, DRP serviced 400 initiated disputes and successfully mediated over 200 disputes, whereby both parties reached a mutually acceptable agreement. DRP also conducted community outreach to help build local capacity for individuals to informally resolve disputes, which included training of mediators and stakeholder groups.



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:	Saminh Greenberg	E-Mail: saminh.greenberg@lacity.org	Phone: 213-978-3926
Project Manager:	Saminh Greenberg	E-Mail: saminh.greenberg@lacity.org	Phone: 213-978-3926
Department/Bureau/Agency:	City Attorney		Date: 12/23/2023

Grant Information				
Name of Grantor:		Pass Through Agency:		
Los Angeles County Department of Consumer Business Affairs				
Grant Program Title:		Notification of Award Date:		
Dispute Resolution Program FY 2024 (Community)		09/01/2023		
Funding Source (Public / County/Regional)	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
	Non-Competitive/Formula		CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	Yes	Amount:	\$ 37,413	%Match 25%
Match Type:	Cash/In-Kind	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$ 149,653	\$ 37,413	\$ -	\$ 187,066

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Admn Coordinator II	44,321	-		37.5% FTE
Legal Clerk II	65,523	-		100% FTE
	-			
Materials/Supplies				
Office Supplies	500	-		Misc Operating Costs and Supplies
Software Licenses	8,710	-		ServiceNow and Zoom
Outreach Materials	1,000	-		e.g. Water bill
Training Expenses	535	-		In person training expenses
Other				
CAP 41 Fringe Benefits	29,064	18,806		43.58% - Match Requirement Covered by City Atty Adopted Budget
CAP 41 Indirect Costs	-	18,607		16.94% - Match Requirement Covered by City Atty Adopted Budget
Total	\$ 149,653	\$ 37,413	\$ -	

Approved Project			
Descriptive Title of Funded Project: Dispute Resolution Program FY 2024 (Community)			
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start: 07/01/2023	End: 06/30/2024	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.

Now in its 33rd year, DRP provides citywide mediation services as an alternative to formal administrative or court proceedings. During FY 2023, DRP serviced 400 initiated disputes and successfully mediated over 200 disputes, whereby both parties reached a mutually acceptable agreement. DRP also conducted community outreach to help build local capacity for individuals to informally resolve disputes, which included training of mediators and stakeholder groups.

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. Approve the Standard Agreement with the County of Los Angeles Department of Consumer and Business Affairs for the period of July 1, 2023 to June 30, 2024, subject to the approval of the City Attorney as to form;
 - b. Accept the grant award in the amount of \$149,653 from the County of Los Angeles Department of Consumer and Business Affairs;
 - 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 \$149,653 from the County of Los Angeles Department of Consumer and Business Affairs;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12Y711 – DRP FY 2024 (Community) - \$149,653
 - c. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$109,844 from Fund 368, Department 12, Account 12Y711 – DRP FY 2024 (Community) to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the two (2) resolution authorities;
 - d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$29,064 from Fund 368, Department 12, Account 12Y711 – DRP FY 2024 (Community) to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the DRP FY 2024 (Community).

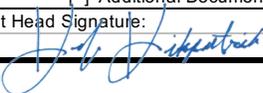
Fiscal Impact Statement

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 DRP FY 2024 (Community) is \$187,067 of which \$149,653 will be reimbursed by the County of Los Angeles Department of Consumer and Business Affairs. The General fund contribution is \$37,414 in fringe and related costs (CAP 41) which are already included in the City Attorney 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: Kyle Kirkpatrick	Department Head Signature: 
	Date: 12/23/23

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 Name: DRP Community FY 2024		Additional Costs**			Department:	City Attorney
Grant Project Breakdown		Grant Funds	City Funds	Non-City Funds	Total	Comments
Salaries						
1010 Salaries General		109,844			109,844	
1020 Salaries Grant Reimbursed					-	
1070 Salaries As Needed					-	
1090 Overtime					-	
Salaries Total:		\$ 109,844	\$ -	\$ -	\$ 109,844	
Related Costs*						
	CAP 41 Rate					
Fringe Benefits	43.58%	29,064	18,806		47,870	
Department Administration	12.60%		13,840		13,840	
Central Services	4.34%		4,767		4,767	
Related Costs Total:		\$ 29,064	\$ 37,414	\$ -	\$ 66,478	
Expense						
2120 Printing & Binding					-	
2130 Travel					-	
3040 Contractual Services					-	
3310 Transportation					-	
4160 Governmental Meetings					-	
6010 Office Supplies		9,210			9,210	Gen. Supplies & Software Licenses
6020 Operating Supplies					-	
7300 Equipment					-	
Volunteer Expenses		1,000			1,000	Outreach Materials
Staff Training		535			535	
					-	
					-	
Expenses Total:		\$10,745	\$0	\$0	10,745	
Grand Total:		\$ 149,653	\$ 37,414	\$ -	\$ 187,067	
*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.						

AMENDMENT NO. 5
TO SUBAWARD BY AND BETWEEN
COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
AND
OFFICE OF THE LOS ANGELES CITY ATTORNEY
FOR
DISPUTE RESOLUTION PROGRAM (DRP)
SUBAWARD PERIOD JULY 2023 – JUNE 2024
SUBAWARD NUMBER DRP192009

This Amendment No. 5 is made and entered in accordance with Section 8.0, Standard Terms and Conditions, Subsection 8.1, Amendments, of the above referenced Subaward Number DRP192009 by and between

COUNTY OF LOS ANGELES THROUGH ITS
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (“DCBA”) (hereinafter
“County”),

and

OFFICE OF THE LOS ANGELES CITY ATTORNEY
(hereinafter “Subrecipient”)

Business Address:
200 N. Main Street, Room #800
Los Angeles, CA 90012

RECITALS

WHEREAS, reference is made to that certain document entitled “Office of the Los Angeles City Attorney Subaward Number DRP192009” executed on date June 28, 2019, (hereafter “Subaward”); and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward for the purpose of providing Dispute Resolution Program (DRP) services as provided in California Business and Professions Code Sections 465-471.5; and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward Amendment No. 1 to exercise the County's delegated authority to enter into the first option year, effective July 1, 2020 through June 30, 2021, and allocate Fiscal Year 2020-21 DRP funding; and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward Amendment No. 2 to allocate \$15,000 in DRP funds to increase FY 2020-21 DRP funding allocation to cover Training cost and increase Information Technology resources; and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward Amendment No. 3 to exercise the County's delegated authority to enter into the second option year, effective July 1, 2021 through June 30, 2022, and allocate Fiscal Year 2021-22 DRP funding; and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward Amendment No. 4 to exercise the County's delegated authority to enter into the third option year, effective July 1, 2022 through June 30, 2023, and allocate Fiscal Year 2022-23 DRP funding; and

WHEREAS, it is the intent of the parties to enter into this Subaward Amendment No. 5 to exercise the County's delegated authority to enter into the fourth option year, effective July 1, 2023 through June 30, 2024, and to allocate Fiscal Year 2023-24 DRP funding as further described herein; and

WHEREAS, Subaward provides that further changes to its terms may be made in the form of a written Amendment, which is formally approved and executed by the parties.

NOW THEREFORE, the parties hereto agree as follows:

1. This Amendment shall commence upon execution by all parties.
2. Section 5.0, Subaward Sum, Subsection 5.1, Total Subaward Sum, Subsection 5.1.2, Funding Allocations, Subsection 5.1.2.1 is deleted in its entirety and replaced as follows:
 - 5.1.2.1 During the term of this Subaward, Subrecipient shall receive funding for providing the Services outlined in this Subaward. ("Subaward Sum" or "Maximum Subaward Sum"). The Maximum Subaward Sum for this Subaward is **\$742,677**, and broken out as follows:
 - FY 2019-20: \$149,653
 - FY 2020-21: \$164,653
 - FY 2021-22: \$149,653
 - FY 2022-23: \$129,065
 - FY 2023-24: **\$149,653**

3. Section 5.0, Subaward Sum, Subsection 5.1, Total Subaward Sum, Subsection 5.1.2, Funding Allocations, Subsection 5.1.2.8 is added as follows:

5.1.2.8 Subaward Sum Year 5 Funding Source(s)

5.1.2.8.1 The Subaward Sum Year 5 for this Subaward is comprised of monies which are identified by the funding source(s) or governing statute(s) listed below. The funding source(s) and governing statute(s) authorize County to use these monies to provide Program Services.

5.1.2.8.2 Dispute Resolution Program Act Year 5 funds available for use for contracted DRP Services: **\$149,653**

4. Section 10.0, Specific Work Requirements, Subsection 10.2, Community Dispute Resolution, Subsection 10.2.2, Minimum Cases Resolved, Subsection 10.2.2.3, Resolved Cases in Other Areas, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:

10.2.2.3 Resolved Cases in Other Areas

Beginning July 1, 2022 through June 30, 2024, Subrecipients shall be allowed to count a maximum of twenty (20) percent of Subrecipient's total Resolved Cases for cases resolved in which all parties to a dispute are outside of a Subrecipient's contracted area(s).

5. Section 10.0, Specific Work Requirements, Subsection 10.3, Civil Court Connected Dispute Resolution, Subsection 10.3.5, Resolved Cases in Other Areas, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:

10.3.5 Resolved Cases in Other Areas

Beginning July 1, 2022 through June 30, 2024, Subrecipients shall be allowed to count a maximum of twenty (20) percent of Subrecipient's total Resolved Cases for cases resolved in which all parties to a dispute are outside of a Subrecipient's contracted area(s).

6. Section 10.0, Specific Work Requirements, Subsection 10.4, Restorative Justice Dispute Resolution, Subsection 10.4.7, Resolved Cases in Other Areas, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:

10.4.7 Resolved Cases in Other Areas

Beginning July 1, 2022 through June 30, 2024, Subrecipients shall be allowed to count a maximum of twenty (20) percent of Subrecipient's total Resolved Cases for cases resolved in which all parties to a dispute are outside of a Subrecipient's contracted area(s).

7. Exhibit W, Budget, "Exhibit W-4, Budget FY 2023-2024," is added as an addendum to "Exhibit W, Budget," and is attached hereto and incorporated herein by reference.
8. Exhibit X, Mandated Program Requirements (MPS), "Exhibit X-4, MPS FY 2023-24," is added as an addendum to "Exhibit X, MPS," and is attached hereto and incorporated herein by reference.

All other terms and conditions of the Subaward shall remain in full force and effect.

(signature page to follow)

AMENDMENT NO. 5
TO SUBAWARD
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
OFFICE OF THE LOS ANGELES CITY ATTORNEY
SUBAWARD NUMBER DRP192009

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment No. 5 to be subscribed on its behalf by the Department of Consumer and Business Affairs, and the Subrecipient has subscribed the same through its authorized officer. The persons signing on behalf of the Subrecipient warrant under penalty of perjury that he or she is authorized to bind the Subrecipient.

COUNTY OF LOS ANGELES

By  Digitally signed by Rafael Carbajal
Date: 2023.06.29 16:08:17 -07'00'

RAFAEL CARBAJAL
DIRECTOR
CONSUMER AND BUSINESS AFFAIRS

Date 6/29/2023

OFFICE OF THE LOS ANGELES CITY ATTORNEY

By _____
IAN THOMPSON
CHIEF OF STAFF

Date 6/26/23

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By  Digitally signed by Jason C Carnevale
Date: 2023.06.27 15:26:36 -07'00'

Deputy County Counsel

APPROVED AS TO FORM:

BARAK VAUGHN
Los Angeles City Attorney

By _____
Deputy City Attorney

**COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
FY 23-24 DISPUTE RESOLUTION PROGRAM BUDGET
BUDGET SUMMARY**

AGENCY NAME: Office of the Los Angeles City Attorney
ADDRESS: 200 N. Main Street, Suite 800, Los Angeles, CA 90012
CONTACT NAME: Hydee Feldstein Soto

SUBWARD #: DRP192009
AMENDMENT #: 5
CONTACT PHONE: (213) 978-8100

SERVICE CATEGORY: Community

A. FUNDING SUMMARY

PROGRAM FUNDING AMOUNT				
PROGRAM FUNDING*	SUBRECIPIENT MATCH **		GRAND TOTAL	
	CASH	IN-KIND		
\$ 149,653.00	\$ 37,413.00	\$ -	\$ 187,066.00	

B. PERSONNEL COSTS & NON-PERSONNEL COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Staff Salaries & Wages	\$ 109,844	\$ -	\$ -	\$ 109,844
Staff Fringe Benefits	\$ 29,064	\$ 18,806	\$ -	\$ 47,870
Non-Personnel Costs	\$ 10,745	\$ 18,607	\$ -	\$ 29,352
Total	\$ 149,653	\$ 37,413	\$ -	\$ 187,066

C. OTHER BUDGET COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Lower Tier Subrecipients Cost	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Notes:

* The Program Funding must match the amount indicated in your agency's Award Letter.

** Match must be at a minimum 25% of the Program Funding amount.

COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
FY 23-24 DISPUTE RESOLUTION PROGRAM BUDGET
LINE ITEM DETAIL

AGENCY NAME: Office of the Los Angeles City AttorneySUBAWARD #: DRP192009AMENDMENT #: 5**SERVICE CATEGORY:** Community

LINE ITEM EXPENDITURES				
	Program Funding	Subrecipient Matching Share		GRAND TOTAL
		Cash	In-kind	
PERSONNEL COSTS	(A)	(B)	(C)	(SUM A+B+C)
Staff Salaries & Wages	\$ 109,844			\$ 109,844
Staff Fringe Benefits	\$ 29,064	\$ 18,806		\$ 47,870
Sub-Total Personnel Costs	\$ 138,908	\$ 18,806	\$ -	\$ 157,714

	Program Funding	Subrecipient Matching Share		GRAND TOTAL
		Cash	In-kind	
NON-PERSONNEL COSTS	(A)	(B)	(C)	(SUM A+B+C)
Facility Rent				\$ -
Utilities (Telephone, Gas, Electricity, Water)				\$ -
Janitorial Services				\$ -
Maintenance Repairs				\$ -
Equipment Purchase/Lease ¹				\$ -
Office Supplies	\$ 500			\$ 500
Training Materials				\$ -
Consumable Supplies				\$ -
Advertisement	\$ 1,000			\$ 1,000
Print / Reproduction				\$ -
Professional Services/Consultants ²				\$ -
Lower Tier Subrecipient ¹				\$ -
Audit				\$ -
Travel				\$ -
Meeting/Conferences	\$ 535			\$ 535
Insurance:				\$ -
A) Liability/Automobile				\$ -
B) Building				\$ -
Staff Training/Workshops/TA				\$ -
Other	\$ 8,710	\$ 18,607		\$ 27,317
Sub-Total Non-Personnel Costs:	\$ 10,745	\$ 18,607	\$ -	\$ 29,352

Notes:

- 1 Equipment purchase/lease agreements require prior County approval
- 2 Professional Services/Consultant/Subcontractors require prior County approval
- 3 Travel is limited to (2) two staff and requires prior County approval

**COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
FY 23-24 DISPUTE RESOLUTION PROGRAM BUDGET
LINE ITEM DETAIL**

AGENCY NAME: Office of the Los Angeles City Attorney

SUBAWARD #: DRP192009

AMENDMENT #: 5

SERVICE CATEGORY: Community

LOWER TIER SUBRECIPIENT COSTS	Program Funding	Subrecipient Matching Share		GRAND TOTAL
		Cash	In-kind	
	(A)	(B)	(C)	(SUM A+B+C)
				\$ -
				\$ -
				\$ -
				\$ -
Sub-Total Lower Tier Subrecipient Costs	\$ -	\$ -	\$ -	\$ -

Notes:

**COUNTY OF LOS ANGELES
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
FY 23-24 DISPUTE RESOLUTION PROGRAM BUDGET
MANDATED PROGRAM SERVICES**

AGENCY NAME: Office of the Los Angeles City Attorney
 ADDRESS: 200 N. Main Street, Suite 800, Los Angeles, CA 90012
 CONTACT NAME: Saminh Greenberg

SUBAWARD #: DRP192009
 AMENDMENT #: 5
 CONTACT PHONE: (310) 970-7702

SERVICE CATEGORY: Community

CASES INITIATED

MONTH												
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
25	25	25	25	25	25	25	25	25	25	25	25	300

CASES RESOLVED

MONTH												
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
17	17	17	17	17	17	17	17	17	17	17	17	204

50% OF CASES INITIATED MUST BE RESOLVED AT THE END OF EACH FISCAL YEAR

UNIT RATE	\$740.00
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TRAINING	
Minimum Number of Mediators to be trained	40
Minimum Number of Stakeholder Groups to be trained	12

AGENCY NAME: Office of the Los Angeles City Attorney
 ADDRESS: 200 N. Main Street, Suite 800, Los Angeles, CA 90012
 CONTACT NAME: Hydee Feldstein Soto

SUBWARD #: DRP192009
 AMENDMENT #: 5
 CONTACT PHONE: (213) 978-8100

SERVICE CATEGORY: Community

A. FUNDING SUMMARY

PROGRAM FUNDING AMOUNT			
PROGRAM FUNDING*	SUBRECIPIENT MATCH **		GRAND TOTAL
	CASH	IN-KIND	
\$ 149,653.00	\$ 37,413.02	\$ -	\$ 187,066

B. PERSONNEL COSTS & NON-PERSONNEL COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Staff Salaries & Wages	\$ 109,844	\$ -	\$ -	\$ 109,844
Staff Fringe Benefits	\$ 29,064	\$ 18,806	\$ -	\$ 47,870
Non-Personnel Costs	\$ 10,745	\$ 18,607	\$ -	\$ 29,352
Total	\$ 149,653	\$ 37,413	\$ -	\$ 187,066

C. OTHER BUDGET COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Lower Tier Subrecipients Cost	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Notes:

* The Program Funding must match the amount indicated in your agency's Award Letter.

** Match must be at a minimum 25% of the Program Funding amount.

AGENCY NAME: Office of the Los Angeles City Attorney

SUBAWARD #: DRP192009

AMENDMENT #: 5

SERVICE CATEGORY: Community

LINE ITEM EXPENDITURES				
	Program Funding	Subrecipient Matching Share		GRAND TOTAL
		Cash	In-kind	
PERSONNEL COSTS	(A)	(B)	(C)	(SUM A+B+C)
Staff Salaries & Wages	\$ 109,844			\$ 109,844
Staff Fringe Benefits	\$ 29,064	\$ 18,806		\$ 47,870
Sub-Total Personnel Costs	\$ 138,908	\$ 18,806	\$ -	\$ 157,714

Match
 \$ 149,653.00 25%
 \$ 149,653 \$ 37,413.25 Required amount
 \$ - \$ 0.23

	Program Funding	Subrecipient Matching Share		GRAND TOTAL
		Cash	In-kind	
NON-PERSONNEL COSTS	(A)	(B)	(C)	(SUM A+B+C)
Facility Rent				\$ -
Utilities (Telephone, Gas, Electricity, Water)				\$ -
Janitorial Services				\$ -
Maintenance Repairs				\$ -
Equipment Purchase/Lease ¹				\$ -
Office Supplies	\$ 500			\$ 500
Training Materials				\$ -
Consumable Supplies				\$ -
Advertisement	\$ 1,000			\$ 1,000
Print / Reproduction				\$ -
Professional Services/Consultants ²				\$ -
Lower Tier Subrecipient ¹				\$ -
Audit				\$ -
Travel				\$ -
Meeting/Conferences	\$ 535			\$ 535
Insurance:				\$ -
A) Liability/Automobile				\$ -
B) Building				\$ -
Staff Training/Workshops/TA				\$ -
Other	\$ 8,710	\$ 18,607		\$ 27,317
Sub-Total Non-Personnel Costs:	\$ 10,745	\$ 18,607	\$ -	\$ 29,352

\$ 18,607.23 Portion of the Central Services and Dept Admin

Notes:

- 1 Equipment purchase/lease agreements require prior County approval
- 2 Professional Services/Consultant/Subcontractors require prior County approval
- 3 Travel is limited to (2) two staff and requires prior County approval