

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0034

Date: September 1, 2020

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: Richard H. Llewellyn, Jr., City Administrative Officer Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT
ACCEPTANCE PACKET FOR THE LOS ANGELES COUNTY GRANT AWARD
DISPUTE RESOLUTION PROGRAM (COMMUNITY)**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$149,653 from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period from July 1, 2020 through June 30, 2021 for the City Attorney's Dispute Resolution Program (DRP).

Grant funding will support the DRP in providing citywide mediation services as an alternative solution to formal administrative or court proceedings. The total cost of the program is \$187,066, of which \$149,653 will be reimbursed to the City as follows: \$142,516 in direct costs and \$7,137 in office supplies. The remaining \$37,413 cost is the City's match requirement, which will be met through indirect costs included in the 2020-21 City Budget. Funding will support one Administrative Coordinator II, one Administrative Coordinator I, and one Legal Clerk I. No position authorities are requested at this time.

As a participant in the Grants Pilot 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, and prepared a Fiscal Impact Statement. The Packet consists of the following:

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

Should you have any questions regarding the Packet, please contact Samantha Jew at (213) 473-7581.

RHL:EFR:SJ:04210011

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: June 30, 2020
Grant Award Title: Dispute Resolution Program (Community)		Grant Amount: \$149,653 Prior Grant Award(s): \$149,653
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference: DRP192009/C.F. 19-1193	Performance Start Date: 7/1/2020	Performance End Date: 6/30/2021
<p>Purpose: The Office of the City Attorney requests authority to accept a \$149,653 grant award for the Fiscal Year 20-21 Dispute Resolution Program (Community) from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period of July 1, 2020 through June 30, 2021. Funding will be utilized to support the Dispute Resolution Program (DRP) in citywide mediation services as an alternative to formal administrative or court proceedings. This is the second year of a five-year grant award, renewable each year.</p>		

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				
<ul style="list-style-type: none"> Department has submitted Fiscal Impact Statement 	X			() Submit to CAO for review and determination

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

10. Grant Award Summary

The Office of the City Attorney requests approval to accept \$149,653 in grant funding from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the Dispute Resolution Program (DRP) Community grant for a performance period of July 1, 2020 through June 30, 2021. There is a City match requirement of \$37,413, or 25-percent of the grant award. This is the second year of a five-year grant award period. Grant funding is renewable every year.

Funding will be utilized to continue support to the DRP in providing mediation services as an alternative solution to formal administrative or court proceedings. Services include mediation, consultation services, conciliation, referral information, and training for prospective mediators. In 2019-20, the DRP unit successfully mediated 249 disputes and trained 30 mediators and five stakeholder groups on how to informally resolve disputes.

(Continued on Page 3)

11. Recommendations

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.

That the Council, subject to the approval of the Mayor:

1. Authorize the City Attorney, or designee, to approve the Standard Agreement with the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period of July 1, 2020 through June 30, 2021, subject to the approval of the City Attorney as to form;
2. Accept funding in the amount of \$149,653 from the County of Los Angeles Department of Workforce Development, Aging and Community Services to maintain operations;
3. Approve the City cash and in-kind match and additional contribution in the amount of \$37,413 for the period of July 1, 2020 through June 30, 2021;
4. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368 in the amount of \$149,653 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund No. 368 as follows:

Account No. 12T701 - DRP CO Grant - \$149,653;

- c. Transfer \$142,516 from Fund No. 368, Account No. 12T701 to Fund No. 100, Department No. 12, Account No. 001010, Salaries, General;

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

(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):

The total cost of the Fiscal Year 2020-21 Dispute Resolution Program (Community) is \$187,066, of which \$149,653 will be reimbursed by the County of Los Angeles Department of Workforce Development, Aging and Community Services. There is a match requirement of \$37,413, which will be satisfied through indirect costs included in the 2020-21 City Budget. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.

Doc. ID 04210012

Samantha Jew	Edward F. Roes		
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

The total cost of the program is \$187,066, of which \$149,653 is reimbursable to the City as follows: \$142,516 for direct costs and \$7,137 for office supplies. Funding for direct costs will support one Administrative Coordinator II, one Administrative Coordinator I, and one Legal Clerk I. The City is required to provide a match of \$37,413 for the remaining cost of the program, which will be met with indirect costs allocated in the 2020-21 City Budget. No positions authorities are requested at this time, as authority is provided in the 2020-21 City Budget.

This report reflects several corrections for the City Attorney's transmittal dated July 21, 2020. Recommendation No. 3 of this report differs from the Recommendation No. 3 of the City Attorney's transmittal to accurately reflect the City's match contribution of \$37,413. In addition, the grant funding for the Administrative Coordinator I should be \$79,931 instead of \$79,993; the total grant budget for salaries remains at \$142,516 as reflected in the City Attorney's transmittal. It should also be noted that the City Attorney's transmittal includes a program budget of \$224,479 due to an inadvertent error. This has been corrected in this report to reflect the correct budget of \$187,066. The Office of the City Attorney concurs with these changes.



MIKE FEUER
CITY ATTORNEY

MEMORANDUM

To: The Honorable Eric Garcetti Honorable Members of City Council
Mayor of Los Angeles City of Los Angeles
City Hall City Hall
Los Angeles, CA 90012 Los Angeles, CA 90012
Attention: Mandy Morales Attention: Patrice Lattimore

From: Janette Flintoft, Director of Grants Operations

Date: July 21, 2020

Re: FY 2020/21 Dispute Resolution Program (Community), CF # 19-1193
Funding - Year 2/5

Transmitted herewith for Mayor and City Council consideration is FY 2020/21 funding totaling \$149,653 to provide ongoing support for two Dispute Resolution Program (DRP) positions. Funding originates from the County of Los Angeles Department Workforce Development, Aging and Community Services, following a competitive process. The County serves as the pass through agency to allocate California Dispute Resolution Program Act monies.

This term represents Year Two of a five year grant award, renewable each year.

Now in its 31st year, DRP provides citywide mediation services as an alternative to formal administrative or court proceedings. During FY 2019/20, DRP serviced 400 initiated disputes and successfully mediated 249 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 30 mediators and five 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:	Shaphan Roberts	E-Mail: Shaphan.Roberts@lacity.org	Phone: 310-402-3189
Project Manager:	Shaphan Roberts	E-Mail: Shaphan.Roberts@lacity.org	Phone: 310-402-3189
Department/Bureau/Agency:	City Attorney		Date: 07/21/2020

Grant Information			
Name of Grantor:		Pass Through Agency:	
Los Angeles County Workforce Development			
Grant Program Title:		Notification of Award Date:	
Dispute Resolution FY 2020-21 (Community) Department: City Attorney		06/30/2020	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
County/Regional	Competitive/Discretionary		CFDA#: 19-1193
			Other ID#:
			eCivis ID#:
Match Requirement:	Yes	Amount:	\$74,826.00 %Match 25
Match Type:	Cash/In-Kind	Identify Source of Match:	
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$149,653.00	37,413	Total Project Budget:
			\$224,479.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salary & Fringe	142,516			
Equipment				
Materials/Supplies				
Supplies	7,137			Supplies
Other		37,413		Indirects
Total	\$149,653.00	\$37,413		

Approved Project			
Descriptive Title of Funded Project:		Dispute Resolution FY 2020-21 (Community)	
Performance Period Start/End Dates (Month/Day/Year):		Citywide: yes	
Start: 07/01/2020	End: 06/30/2021	Affected Council District(s): all	
		Affected Congressional District(s): all	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency): LAPD			
Identify External Partners: community partners and stakeholders			

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.
Grant funding will be utilized to support the Dispute Resolution Program (DRP), now in its 31st year, to provide citywide mediation services as an alternative solution to formal administrative or court proceedings. Services provided through DRP include referral information; conciliation; mediation; consultation services; and, training for prospective volunteer mediators. During Fiscal Year 2019-20, the DRP successfully mediated 249 disputes and conducted community outreach to help educate communities on how to informally resolve disputes, which included training 30 mediators and five stakeholder groups. DRP cases are usually referred from City and County departments, faith-based organizations, community-based organizations, non-profit organizations, and through on-going outreach.

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).

We therefore request that the City Council, subject to the approval of the Mayor: 1. AUTHORIZE the City Attorney or his designee to approve the Standard Agreement with the County of Los Angeles Workforce Development, Aging, and Community Services for the period of July 1, 2020 to June 30, 2021, subject to the approval of the City Attorney as to form. 2. ACCEPT funding in the amount of \$149,653 from the Community and Senior Services of Los Angeles County to maintain operations. 3. APPROVE the City cash and in-kind match and additional contribution in the amount of \$136,488 for the period of July 1, 2020 through June 30, 2021. 4. AUTHORIZE the Controller to: a. Establish a receivable within Fund 368 in the amount of \$149,653 from the County of Los Angeles b. Establish a new appropriation account within Fund 368 as follows: Account 12T701 - DRP CO Grant - \$ 149,653 c. Transfer \$142,516 from Fund 368, Account 12T701 to Fund 100, Department 12, Account 001010 - Salaries General. 5. AUTHORIZE the City Attorney to 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.

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.

There is no fiscal impact to accept this grant. Indirect costs of \$136,488 (CAP 40) are associated with existing staff positions and are included in the adopted FY 2020-2021 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 type="checkbox"/> Grant Award Notification and Acceptance | <input checked="" type="checkbox"/> Copy of Award Notice |
| <input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document) | <input 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:

Department Head Signature:

Date:

R. F. F. F.

[Signature]

7/27/20

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: DRPA Community		Additional Costs**		Department:
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total
Salaries				
1010 Salaries General	142,516			
1020 Salaries Grant Reimbursed				
1070 Salaries As Needed				
1090 Overtime				
Salaries Total:				
Related Costs*	CAP Rate			
Fringe Benefits	45.62%			
Department Administration		37,413		
Central Services				
Related Costs Total:				
Expense				
2120 Printing & Binding				
2130 Travel				
3040 Contractual Services				
3310 Transportation				
4160 Governmental Meetings				
6010 Office Supplies	7,137			
6020 Operating Supplies				
7300 Equipment				
Expenses Total:				
Grand Total:	187,066			
<p>*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.)</p> <p>**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.</p>				

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**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES**

**FY 20-21 DISPUTE RESOLUTION PROGRAM BUDGET
BUDGET SUMMARY**

AGENCY NAME: Office of the Los Angeles City Attorney SUBWARD #: DRP192009
 ADDRESS: _____ AMENDMENT #: 1
 CONTACT NAME: Shaphan Roberts CONTACT PHONE: _____

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

B. PERSONNEL COSTS & NON-PERSONNEL COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Staff Salaries & Wages	\$ 142,516	\$ -	\$ -	\$ 142,516
Staff Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Non-Personnel Costs	\$ 7,137	\$ 37,413	\$ -	\$ 44,550
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
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES**

**FY 20-21 DISPUTE RESOLUTION PROGRAM BUDGET
MANDATED PROGRAM SERVICES**

AGENCY NAME: _____
ADDRESS: _____
CONTACT NAME: _____

SUBAWARD #: _____
AMENDMENT #: _____
CONTACT PHONE: _____

SERVICE CATEGORY: DAY OF HEARING

CASES INITIATED

MONTH												
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
												0

CASES RESOLVED

MONTH												
JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
												0

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

UNIT RATE

TRAINING

Minimum Number of Mediators to be trained	
Minimum Number of Stakeholder Groups to be trained	



lacounty.gov

Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Janice Hahn
Kathryn Barger

COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

3175 West Sixth Street • Los Angeles, CA 90020
Tel: 213-738-2600 • Fax 213-487-0379

To enrich lives through effective and caring service



wdacs.lacounty.gov

Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

SENT VIA EMAIL

June 23, 2020

Mr. Mike Feuer, City Attorney
Office of the Los Angeles City Attorney
200 N. Spring Street, 23rd Floor
Los Angeles, CA 90012

Dear Ms. Feuer:

DISPUTE RESOLUTION PROGRAM SUBAWARD AMENDMENT NO. 1 (COMMUNITY) AND NO. 1 (VICTIM-OFFENDER) FISCAL YEAR 2020-2021 FUNDING ALLOCATIONS

This notice provides your agency with Fiscal Year (FY) 2020-21 Dispute Resolution Program (DRP) funding allocation(s) being issued under Subaward Amendment No. 1 (Community) and No. 1 (Victim-Offender). Your agency's FY 2020-21 funding is as follows:

Contract Number	Service Category	FY 2020-21 Funding Allocation	Maximum Contract Sum (Years 1 through 5)
DRP192009	Community	\$149,653	\$748,265
DRP192008	Victim-Offender	\$137,810	\$689,050

The above-referenced allocation(s) are effective July 1, 2020 through June 30, 2021 and are contingent upon the availability of funds. Funding for subsequent program years are provided on an annual basis and are contingent upon the availability of funds.

Subaward Amendment No. 1 (Community) and No. 1 (Victim-Offender) documents will be issued by email with instructions on their completion.

Any questions regarding this letter may be directed to Helen Kim of my staff at Hkim@wdacs.lacounty.gov.

Respectfully yours,

Carol Domingo

Carol Domingo
Program Manager
Contracts Management Division

C: Saminh Greenberg
Shaphan Roberts

CD:HK:hk