

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02084-0006

Date: April 21, 2025

To: The Mayor and Council

Attn: Thomas Arechiga, Legislative Coordinator, Mayor's Office  
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: *Wanda Chavis*  
for Matthew W. Szabo, City Administrative Officer

Subject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE FISCAL YEAR 2024-25 LOS ANGELES COUNTY CRIMINAL RECORD CLEARING PROJECT - HEART**

Attached is the Grant Acceptance Packet (Packet) for the Fiscal Year 2024-25 Los Angeles County Criminal Record Clearing Project grant, provided from Measure H funding, in the amount of \$965,635 for the continued support of the Los Angeles County Homeless Court Program which is administered by the City Attorney's Homeless Engagement and Response Team (HEART) for the performance period from June 16, 2024 through June 14, 2025. It should be noted this is the final year of Measure H funding. There is no match required for this grant.

The Los Angeles Homeless Court Program helps individuals experiencing homelessness or at risk of homelessness to resolve eligible infraction citations and associated warrants, fines and fees. The grant funds of \$965,635 will provide \$846,053 for salaries, partial funding of \$96,830 for related costs, \$17,725 for staff language bonus pay, \$3,527 for office supplies, and \$1,500 for travel expenses. The grant will also support one Deputy City Attorney III, one Deputy City Attorney II, two Administrative Coordinator II, and two Administrative Coordinator I positions.

The total program cost is \$1,380,836, of which \$965,635 will be provided by the grant. Funding for the remaining program costs consist of related costs of \$415,201 which are included in the City Attorney's 2024-25 Adopted Budget.

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 CAO Grants Oversight Unit and the appropriate CAO Analyst. In accordance with the approved procedures for the Grants Management Program, 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 and Project Cost Breakdown

If you have any questions regarding the Grant Acceptance Packet, please contact Ed Roes at (213) 978-7623.

MWS:EFR:04250098

Attachments

**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

Review of Grant Award and Acceptance Determination

<b>Recipient City Department:</b> Office of the City Attorney		<b>Award Notification Date:</b> July 1, 2024	
<b>Grant Award Title:</b> LA Criminal Record Clearing Project- HEART FY 2024-25		<b>Grant Amount:</b> \$965,635 <b>Prior Grant Award(s):</b> \$965,635	
<b>Awarding Agency:</b> County of Los Angeles			
<b>Grant Agreement Number/Reference:</b> 18-0506-S3	<b>Performance Start Date:</b> June 16, 2024	<b>Performance End Date:</b> June 14, 2025	
<p>The Office of the City Attorney requests authority to accept the grant funding in the amount of \$965,635 from the Los Angeles County Criminal Record Clearing Project and Measure H funding to support the Los Angeles County Homeless Court Program which is administered by the City Attorney's Homeless Engagement and Response Team (HEART) for a performance period of June 16, 2024 through June 14, 2025. It should be noted this is the final year of Measure H funding.</p> <p>The total program cost of \$1,380,836 consists of grant funding of \$965,635 and \$415,201 in related costs not covered by the grant, however provided through the City Attorney 2024-25 Adopted Budget. There is no match requirement for this grant.</p>			

<b>Checklist for Grant Acceptance:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Authority for Grant Acceptance</b>				
<ul style="list-style-type: none"> <li>Department requests acceptance of the Grant</li> </ul>	<b>X</b>			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
<ul style="list-style-type: none"> <li>Match Sources Identification completed</li> </ul>			<b>X</b>	( ) Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> <li>Additional Funds requested</li> </ul>			<b>X</b>	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
<ul style="list-style-type: none"> <li>Charter Section 1022 findings completed</li> </ul>			<b>X</b>	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
<ul style="list-style-type: none"> <li>Standard and Grantor Provisions or equivalent language is included</li> </ul>			<b>X</b>	( ) Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> <li>Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul>			<b>X</b>	( ) Submit to City Attorney for review and approval; copy to CAO
<b>5. Personnel Authorities</b>				
<ul style="list-style-type: none"> <li>Department has submitted a request for position(s)</li> </ul>			<b>X</b>	( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
<ul style="list-style-type: none"> <li>Department has submitted grant implementation instructions</li> </ul>	<b>X</b>			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
<ul style="list-style-type: none"> <li>Department has requested Funds/Accounts Set-up</li> </ul>	<b>X</b>			
<b>8. Governing Body Resolution/Certification</b>				
<ul style="list-style-type: none"> <li>Department has submitted Resolution/Certification</li> </ul>			<b>X</b>	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
<ul style="list-style-type: none"> <li>Department has submitted Fiscal Impact Statement</li> </ul>	<b>X</b>			( ) 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 the grant funding of \$965,635 from the Los Angeles County Criminal Record Clearing Project and Measure H funding for the continued support of the Los Angeles County Homeless Court Program which is administered by the City Attorney's HEART Team. The grant performance period is from June 16, 2024 through June 14, 2025. There is no match required.

The Homeless Court Program is a part of the Los Angeles County Public Defender's Criminal Record Clearing Project and is a collaborative effort between the City and County to assist individuals experiencing homelessness or at risk of homelessness in resolving outstanding infraction citations through service engagement instead of paying fines and fees. The program is staffed by HEART, which runs mobile homeless citation clinics countywide. HEART will be responsible for running background checks, reviewing charges, tracking compliance, filing motions for dismissal with the Los Angeles Superior Court, deploying mobile teams to events, and coordinating with new and existing service providers for operational support. From June 18, 2023 to June 15, 2024, HEART conducted 100 homeless outreach events, and engaged with 1,593 homeless persons. This resulted in 2,581 petitions filed for dismissal and/or reduction, of which 2,437 were granted.

- Grant Award Summary 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 accept the accompanying grant award between the City of Los Angeles and the County of Los Angeles, and authorize the City Attorney, or designee, to execute said grant agreement between the County of Los Angeles and the City Attorney's Office, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney, or designee, to accept the grant award in the amount of \$965,635 for the HEART Criminal Records Clearance Project for the period of June 16, 2024 through June 14, 2025;
3. Authorize the Controller to:
  - a. Establish a receivable within City Attorney Grants Fund No. 368, City Attorney Department No. 12 a receivable for this program in the amount of \$965,635;
  - b. Establish within City Attorney Grants Fund No. 368 a new appropriation Account No. 12A861, HEART Criminal Records Clearance Project FY24-25, in the amount of \$965,635;
  - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$846,053 from City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12A861, HEART Criminal Records Clearance Project, to General Fund No. 100, City Attorney Department No. 12, Account No. 001010, Salaries General;
  - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$114,555 from City Attorney Grants Fund No. 368, City Attorney Department No. 12, Account No. 12A861, HEART Criminal Records Clearance Project FY 24-25 to General Fund No. 100, City Attorney Department No. 12, Revenue Source Code No. 5346, Related Costs Reimbursement – Grants, for related costs; and,
4. Authorize the City Attorney 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.

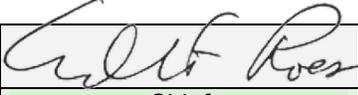
**12. Fiscal Impact Statement**

**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 Los Angeles County Homeless Court Program administered by the City Attorney HEART Team is \$1,380,836 of which \$965,635 will be reimbursed by the County of Los Angeles for salaries, partial related costs, supplies and expenses. Funding for the remaining related costs of \$415,201 is included in the City Attorney's 2024-25 Adopted Budget. Accordingly, there is no General Fund impact and the recommendations in this report are in compliance with the City's Financial Policies.

- Fiscal Impact Statement continued on Page 3 -

Doc. No. 04250098

Ed Roes			04/21/2025
CAO Analyst	Chief	CAO/Assistant CAO	Date

**10. Grant Award Summary (Continued from Page 2)**

The grant funding of \$965,635 will provide \$846,053 for salary costs for two Deputy City Attorneys (1-II & 1-III) and four Administrative Coordinators (2-I & 2-II). The balance of grant funding will provide \$96,830 for City partial related costs, \$17,725 for language bonus pay, \$3,527 for supplies, and \$1,500 for travel expenses. Funding of \$415,201 for the remaining related costs are included in the City Attorney's 2024-25 Adopted Budget.

**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 therefore 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.