



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
Project Manager:	Shaphan Roberts	E-Mail:	Shaphan.Roberts@lacity.org
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:	Total Project Budget:
	\$149,653.00	37,413		\$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:

R. Finn

Department Head Signature:



Date:

3/27/20

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					Department:
Grant Project Breakdown	Grant Funds	Additional Costs**		Total	
		City Funds	Non-City Funds		
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				
*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.					

**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 CATERGORY: 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



wdacs.lacounty.gov

Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

To enrich lives through effective and caring service

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