



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 |
| Project Manager: | Shaphan Roberts |
| Department/Bureau/Agency: | City Attorney |

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 Type: | Cash/In-Kind | Identify Source of Match: | %Match 25 |
| 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:

☐ Grant Award Notification and Acceptance

☒ Copy of Award Notice

☒ Grant Project Cost Breakdown (Excel Document)

☐ Copy of Grant Agreement (if applicable)

☒ Detail of Positions and Salary Costs (Excel Document)

☐ Additional Documents (if applicable)

Department Head Name:

Department Head Signature:

Date:

R. F. ...



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 | |



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

COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

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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