

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02084-0005

Date: April 12, 2024

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom: *Yolanda Chavez*
for Matthew W. Szabo, City Administrative OfficerSubject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT
ACCEPTANCE PACKET FOR THE FISCAL YEAR 2023-24 LOS ANGELES
COUNTY CRIMINAL RECORD CLEARING PROJECT - HEART**

Attached is the Grant Acceptance Packet (Packet) for the Fiscal Year 2023-24 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 18, 2023 through June 15, 2024. 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 \$665,809 for salaries, partial funding of \$284,726 for related costs, \$8,100 for staff language bonus pay, \$6,500 for office supplies, and \$500 for transportation costs. 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 \$1,083,857, of which \$965,635 will be provided by the grant. Funding for the remaining program costs consist of related costs of \$118,222 which are included in the City Attorney's 2023-24 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 Roberta Orellana at (213) 978-7627.

MWS:EFR:RFO:04240104

Attachments

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: July 1, 2023	
Grant Award Title: LA Criminal Record Clearing Project- HEART FY2023-24		Grant Amount: \$965,635 Prior Grant Award(s): \$942,000	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: 18-0506-S2	Performance Start Date: June 18, 2023	Performance End Date: June 15, 2024	
<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 18, 2023 through June 15, 2024.</p> <p>The total program cost of \$1,083,857 consists of grant funding of \$965,635 and \$118,222 in related costs not covered by the grant, but provided through the City Attorney 2023-24 Adopted Budget. There is no match requirement for this grant.</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 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 18, 2023 through June 15, 2024. 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 July 1, 2021 to June 30, 2022, HEART conducted 46 homeless outreach events, and engaged with 601 homeless persons. This resulted in 1,087 petitions filed for dismissal and/or reduction, of which 1,203 were granted.

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:

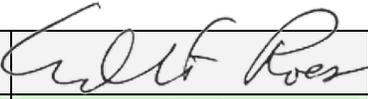
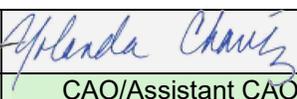
1. Authorize the City Attorney, or designee, to accept the accompanying grant award between the City of Los Angeles and the County of Los Angeles, and authorize the City Attorney, or designee, to execute said grant agreement between the County of Los Angeles and the City Attorney's Office, subject to 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 18, 2023 through June 15, 2024;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368, Department No. 12 a receivable for this program in the amount of \$965,653;
 - b. Establish within Fund No. 368 a new appropriation Account No. 12Y861, HEART Criminal Records Clearance Project FY23-24, in the amount of \$965,635;
 - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$665,809 from Fund No. 368, Department No. 12, Account No. 12Y861, HEART Criminal Records Clearance Project, to Fund No. 100, Department No. 12, Account No. 001010, Salaries General;
 - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$284,726 from Fund No. 368, Department No. 12, Account No. 12Y861, HEART Criminal Records Clearance Project FY 23-24 to Fund No. 100, Department No. 12, Revenue Source Code No. 5346, Related Costs Reimbursement – Grants, for fringe benefits and indirect costs; and,

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 \$1,083,857, 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 \$118,222 is included in the City Attorney's 2023-24 Adopted Budget. There is no General Fund impact, and the recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from this grant.

Roberta Orellana			04/11/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

The total cost of the program is \$1,083,857 of which \$965,635 is reimbursable to the City as follows: \$665,809 for salaries, \$292,826 for partial related costs (fringe benefits), \$8,100 for language bonus pay, \$6,500 for supplies, and \$ \$500 for transportation costs. Funding for the remaining related costs (department administration and central services) of \$118,222 are included in the City Attorney's 2023-24 Adopted Budget. There is no additional impact to the General Fund.

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 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.