

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0044

Date: December 9, 2024

To: The Mayor
The CouncilAttn: Thomas Arechiga, 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 LOS ANGELES COUNTY GRANT AWARD
DISPUTE RESOLUTION PROGRAM (COMMUNITY)**

Attached is the Grant Acceptance Packet (Packet) for a California Dispute Resolution Program Act grant subaward in the amount of \$74,827 from the County of Los Angeles Department of Consumer and Business Affairs for the period from July 1, 2024 through December 31, 2024 for the City Attorney's Dispute Resolution Program (DRP) Community. This term represents an extension to the final year of a five-year grant award cycle. The DRP provides citywide mediation services as an alternative to formal administrative or court proceedings. Services include mediation, consultation services, conciliation, referral information, and training for prospective mediators. This is the fifth year of a five-year grant award cycle.

The grant subaward will provide \$55,512 for partial funding for one News Secretary and full funding for one Legal Clerk II. The remaining grant funds will provide \$3,834 for software licenses, \$592 for office supplies, and \$14,889 for fringe benefits costs. The total program cost is \$93,534 and consists of \$74,827 in grant funds and \$18,707 in related costs which are included in the City Attorney's 2024-25 Adopted Budget. The \$18,707 fulfills the 25 percent match requirement. There is no additional impact to the General Fund.

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, 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

Should you have any questions regarding the Grant Acceptance Packet, please contact Luis Miguel Sayo at (213) 978-7627.

MWS:LS:04250033

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: July 1, 2024	
Grant Award Title: Dispute Resolution Program (Community)		Grant Amount: \$74,827 – extension to final 5 th Year Prior Grant Award(s): \$149,653	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: DRP192009/C.F. 19-1193	Performance Start Date: 7/1/2024	Performance End Date: 12/31/2024	
Purpose: The Office of the City Attorney requests authority to accept the grant subaward of \$74,827 for the Fiscal Year 2024-25 Dispute Resolution Program (DRP) (Community) from the County of Los Angeles Department of Consumer and Business Affairs for a performance period of July 1, 2024 through December 31, 2024. Funding will support the City's DRP Community mediation services which provides 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. During FY 2024, DRP serviced 842 initiated disputes and successfully mediated over 200 disputes where both parties reached a mutually acceptable agreement.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
<div> <div></div> <ul style="list-style-type: none"> Department requests acceptance of the Grant </div>	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
<div> <div></div> <ul style="list-style-type: none"> Match Sources Identification completed </div>	X			() Obtain match requirements from Award Notice/Grantor Agreement
<div> <div></div> <ul style="list-style-type: none"> Additional Funds requested </div>		X		() Submit to CAO for review
3. Charter Section 1022 Determination				
<div> <div></div> <ul style="list-style-type: none"> Charter Section 1022 findings completed </div>			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
<div> <div></div> <ul style="list-style-type: none"> Standard and Grantor Provisions or equivalent language is included </div>			X	() Incorporate Provisions or Language into proposed agreement
<div> <div></div> <ul style="list-style-type: none"> Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/> </div>			X	() Submit to City Attorney for review and approval; copy to CAO
5. Personnel Authorities				
<div> <div></div> <ul style="list-style-type: none"> Department has submitted a request for position(s) </div>		X		() Review documents and make determination
6. Grant Implementation Recommendations				
<div> <div></div> <ul style="list-style-type: none"> Department has submitted grant implementation instructions </div>	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
<div> <div></div> <ul style="list-style-type: none"> Department has requested Funds/Accounts Set-up </div>	X			
8. Governing Body Resolution/Certification				
<div> <div></div> <ul style="list-style-type: none"> Department has submitted Resolution/Certification </div>			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
<div> <div></div> <ul style="list-style-type: none"> Department has submitted Fiscal Impact Statement </div>	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 Fiscal Year 2024-25 County of Los Angeles Department of Consumer and Business Affairs grant subaward of \$74,827 to support the Dispute Resolution Program (DRP) Community for a performance period of July 1, 2024 through December 31, 2024. This term represents an extension to the final year of a five-year grant award period.

The total program cost of \$93,534 consists of \$74,827 in grant funds and \$18,707 in related costs not covered by the grant. These funds are included in the City Attorney's 2024-25 Adopted Budget, of which \$18,707 fulfills a required the 25 percent City match requirement.

(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 subaward between the City of Los Angeles and the County of Los Angeles Department of Consumer and Business Affairs and authorize the City Attorney or designee to:
 - a. Accept the subaward in the amount of \$74,827 for the Dispute Resolution Program for the period of July 1, 2024 through December 31, 2024;
 - b. Execute said grant agreement between the County of Los Angeles and the City of Los Angeles subject to the approval of the City Attorney as to form;
2. Authorize the Controller to:
 - a. Establish a receivable within City Attorney Grants Fund No. 368 City Attorney Department No. 12 for this program in the amount of \$74,827;
 - b. Establish Appropriation Account No. 12A711- DRP 2025 (Community) within City Attorney Grant Fund No. 368 in the amount of \$74,827;
 - c. Upon receipt of grant funds, transfer up to \$34,425 from City Attorney Grants Fund No. 368, Department No. 12, Account No. 12A711-DRP FY 2025 (Community), to Fund No. 100, Department No. 12, Account No. 001010, Salaries-General, for reimbursement of City Attorney salary expenses for one grant reimbursed resolution authority position;
 - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$21,087 from City Attorney Grants Fund No. 368, Department No. 12, Account 12A711-DRP FY 2025 (Community) to Fund 100, Department No. 12, Revenue Source Code 5427 – Reimbursement from Grants, for salary expenses for one grant reimbursed regular authority position;
 - e. Transfer up to \$14,889 from Fund No. 368, Department 12, Account 12A711-DRP FY 2025 (Community) to Fund 100, Department 12, Revenue Source Code 5346 – Related Cost Reimbursement from Grants; and,

(Recommendations continued on Page 3)

12. Fiscal Impact Statement

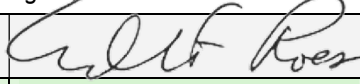
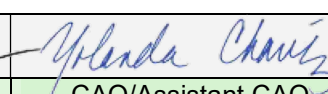
☒ **Yes** This Office finds that the Grant complies with City financial policies as follows (see below):

☐ **No** This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total program cost of the DRP FY 2025 (Community) is \$93,534, and consists of \$74,827 in grant funds and \$18,707 in related costs included in the City Attorney's FY2024 Adopted Budget. The \$18,707 fulfills the 25 percent match requirement. No additional General Fund appropriation is requested at this time. 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. No. 04250033

(Fiscal Impact Statement continued on Page 3)

Luis Miguel Sayo			12/09/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

The total cost of the program is \$93,534, of which \$74,827 is reimbursable to the City as follows: \$55,512 in salary costs, \$3,834 in software licenses, \$592 in office supplies, and \$14,889 in related costs. The grant award will provide partial funding for one News Secretary II (regular authority) and full funding for one Legal Clerk II (resolution authority).

11. Recommendations (Continued from Page 2)

3. 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 (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.

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.