

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0032

Date: November 7, 2019

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: Richard H. Llewellyn, Jr., City Administrative Officer

Subject: **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 grant award extension in the amount of \$149,653 from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period from July 1, 2019 through June 30, 2020 for the City Attorney's Dispute Resolution Program (DRP). Grant funding will be utilized in support of the DRP, which is in its 30th year, providing citywide mediation services as an alternative solution to formal administrative or court proceedings. Services provided through the DRP include referral information; conciliation; mediation; consultation services; and, training for prospective volunteer mediators. The total cost of the program is \$187,066, of which \$149,653 will be reimbursed to the City as follows: \$86,250 in salary expenses; \$39,778 in fringe benefits; \$340 in travel expenses; and, \$23,285 in Office and Administrative expenses. The remaining \$37,413 cost of the program is the City's match requirement, which will be met as follows: \$6,372 in earned credit for 254.88 volunteer hours contributed at \$25 an hour and \$31,041 in indirect related costs. No additional appropriations are needed. 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, and prepared a Fiscal Impact Statement. 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 Packet, please contact Bryan Oh at (213) 978-7625.

RHL:EFR:BYO:04200056

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: June 11, 2019
Grant Award Title: Dispute Resolution Program (Community)		Grant Amount: \$149,653 Prior Grant Award(s): \$0
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference: DRP192009	Performance Start Date: 7/1/2019	Performance End Date: 6/30/2020
<p>Purpose: The Office of the City Attorney requests approval to accept the Fiscal Year 2019-20 Dispute Resolution Program (Community) Grant in the amount of \$149,653 from the County of Los Angeles Department of Workforce Development, Aging and Community Services for a grant performance period of July 1, 2019 through June 30, 2020. Funding will be utilized to continue the Dispute Resolution Program, which encourages dispute resolution services as an alternative solution to formal administrative or court proceedings. This will be the first year of a five-year grant award, renewable each year.</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 \$149,653 in grant funding from the County of Los Angeles Department of Workforce Development, Aging and Community Services for a grant performance period of July 1, 2019 through June 30, 2020 with the option to extend the term four additional years, in one year increments, for a maximum term of five years. Grant funding will be utilized in support of the Dispute Resolution Program (DRP), which is in its 30th year, providing citywide mediation services as an alternative solution to formal administrative or court proceedings. Services provided through the DRP include referral information; conciliation; mediation; consultation services; and, training for prospective volunteer mediators. During Fiscal Year 2018-19, the DRP successfully mediated 200 disputes and conducted community outreach to help educate communities on how to informally resolve disputes, which included training 40 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.

(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 approve the Standard Agreement with the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period of July 1, 2019 through June 30, 2020, subject to the approval of the City Attorney as to form;
2. Accept funding in the amount of \$149,653 from the County of Los Angeles Department of Workforce Development, Aging and Community Services to maintain operations;
3. Approve the City cash and in-kind match and additional contribution in the amount of \$37,413 for the period of July 1, 2019 through June 30, 2020;
4. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368 in the amount of \$149,653 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund No. 368 as follows:
Account 12S701 - DRP CO Grant - \$149,653;
 - c. Transfer \$86,250 from Fund No. 368, Account No. 12S701 to Fund No. 100, Department No. 12, Account No. 001010 - Salaries General;
 - d. Upon receipt of grant funds, transfer up to \$39,778 from Fund No. 368, Account No. 12S701 to Fund No. 100, Department No. 12, Revenue Account No. 5348 - Related Cost Reimbursements from Grants; and,

(Recommendations continued on page 4)

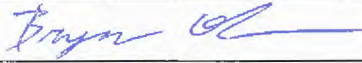
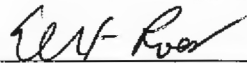
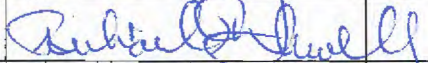
12. Fiscal Impact Statement

☒ (X) 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 2019-20 Dispute Resolution Program is \$187,066, of which \$149,653 will be reimbursed by the County of Los Angeles Department of Workforce Development, Aging and Community Services. The match requirement for the grant is \$37,413, which will be satisfied through volunteer hours and indirect costs previously allocated in the FY 2019-20 Adopted Budget. 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 the continuation of this grant.

Doc. No. 04200056

			
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (continued from page 2)

The total cost of the program is \$187,066, of which \$149,653 will be reimbursed to the City as follows: \$86,250 in salary expenses; \$39,778 in fringe benefits; \$340 in travel expenses; and, \$23,285 in Office and Administrative expenses. The remaining \$37,413 cost of the program is the City's match requirement, which will be met as follows: \$6,372 in earned credit for 254.88 volunteer hours contributed at \$25 an hour and \$31,041 in indirect related costs. No additional funds are requested since these are continuing positions that are already included in the 2019-20 Adopted Budget.

11. Recommendations (continued from page 2)

5. 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.