



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: June 4, 2020

Re: FY 2020/21 LA County Criminal Record Clearing Project - HEART
CF #17-0506

As detailed in the CAO Grants Acceptance form, the LA County Homeless Court Program, administered by the LA City Attorney's Homeless Engagement and Response Team (HEART), will continue operating its mobile program to assist homeless individuals or individuals at risk of homelessness through citation clinics supported through continuation funding. For FY 2020/21 funding will total \$932,238 for the period July 1, 2020 through June 30, 2021.

Launched countywide in partnership with the Los Angeles County Public Defender's Office under the Measure H Criminal Record Clearing Project in July, 2018, HEART assists individuals experiencing homelessness or at risk of homelessness to resolve eligible infraction citations and associated warrants, fines, and fees. During FY 2019/20, HEART provided service to 920 individuals through 47 homeless citation clinics as of March 31, 2020. In light of the pandemic, HEART has shifted to a remote service based model to continue to provide services and sustain operations.

During FY 2020/21, HEART projects to serve 100 participants per month. Participants may use the service more than once.

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FY 2020/21 funding will sustain the two HEART field teams established under Measure H funding. These teams will run criminal background records, manage mobile team deployments, motion the Los Angeles Superior Court to secure dismissals, coordinate with the court clerk to ensure fines and fees are pulled from collections, work with cross-jurisdictional partners to approve motions, work with service agencies to coordinate large events, recruit new service providers and resource agencies to support the mobile teams, and coordinate existing service providers to process participants.

Measure H funding is approved on an annual basis. The County has indicated its intent to renew funding to sustain the program.

CC: Camilla Fong, CAO



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input type="checkbox"/> New <input type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 310-570-0686
Project Manager:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 310-570-0686
Department/Bureau/Agency:	City Attorney		Date: 06/04/2020

Grant Information				
Name of Grantor:		Pass Through Agency:		
Measure H Funding				
Grant Program Title:		Notification of Award Date:		
Los Angeles County Criminal Record Clearing Project		05/15/2020		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
County/Regional	Non-Competitive/Formula	Reimbursement	CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	None	Amount:	\$0.00	%Match 0
Match Type:	Identify Source of Match:			
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$932,238.00	\$0.00		\$932,238.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salary	\$611,000.00	\$0.00		Direct Salary Costs
Fringe Benefits	\$278,738.00	\$0.00		CAP 40 @ 45.62%
Materials/Supplies				
Case Management	\$25,000.00	\$0.00		Case Management System, Software &
Clinic & Office Supplies	\$15,000.00	\$0.00		Transportation expenses (Metro cards,)
Clinic Outreach & Conf Travel	\$2,500.00	\$0.00		Clinic Outreach & Conf Travel
Total	\$932,238.00	\$0.00		

Approved Project	
Descriptive Title of Funded Project: FY 20-21 LA County Homeless Legal Assistance (HEART)	
Performance Period Start/End Dates (Month/Day/Year):	
Start: 07/01/2020	End: 06/30/2021
Citywide:	
Affected Council District(s):	
Affected Congressional District(s):	
Purpose:	
Identify Internal Partners (City Dept/Bureau/Agency):	
Identify External Partners:	

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.
Continuation funding for the Criminal Records Clearing Program.

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).

*1. AUTHORIZE the City Attorney or his designee to APPROVE the accompanying grant award between the City and the County of Los Angeles and authorize the City Attorney or his designee to EXECUTE said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality. 2. AUTHORIZE the City Attorney or his designee to ACCEPT the grant award in the amount of \$932,238 for funding the HEART Criminal Records Clearance project for the period of July 1, 2020 to June 30, 2021. 3. AUTHORIZE the Controller to: a. ESTABLISH a receivable in the amount of \$932,238 within Fund 368, Department 12. b. ESTABLISH Appropriation Account 12T861 - HEART Criminal Records Clearance Project within Fund 368, Department 12 in the amount of \$932,238. c. TRANSFER \$811,000 from Fund 368, Department 12, Account 12T861 - HEART Criminal Records Clearance Project to Fund 100, Department 12, Account 001010 Salaries General. d. Upon receipt of grant funds and approval of expenses, TRANSFER up to \$278,738 from Fund 368, Department 12, Account 12T861 - HEART Criminal Records Clearance Project to Fund 100, Department 12, Revenue Source No. 5346-Related Costs Reimbursement-Grants. 4. AUTHORIZE the Office of the City Attorney to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

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.

The total project budget is \$1,238,655, which includes a General Fund contribution of \$306,417 in related costs (CAP 40 - Criminal).

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 checked="" 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 checked="" 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: 	Department Head Signature: 
	Date: 6/17/2020

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 Award Notification and Acceptance
Grant Project Cost Breakdown**

					Department:	Los Angeles City Attorney
Homeless Court Program		Additional Costs**				
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
Salaries						
1010 Salaries General	611,000			611,000		
1020 Salaries Grant Reimbursed				0		
1070 Salaries As Needed				0		
1090 Overtime				0		
Salaries Total:	\$ 611,000			611,000		
Related Costs City Attorney						
	CAP Rate					
Fringe Benefits	45.62%	278,738		278,738		
Department Administration	29.60%		180,856	180,856		
Central Services	20.55%		125,561	125,561		
Related Costs Total:		\$ 278,738	\$ 306,417	\$ -	\$ 585,155	
Expense						
2120 Printing & Binding				0		
2130 Travel		2,500		2,500		
3040 Contractual Services				0		
3310 Transportation				0		
4160 Governmental Meetings				0		
6010 Office Supplies				0		
6020 Operating Supplies		15,000		15,000		
7300 Equipment				0		
Other (Database)		25,000		25,000		
Expenses Total:		\$42,500	\$0	\$0	42,500	
Grand Total:		\$ 932,238	\$ 306,417	\$ -	\$ 1,238,655	
*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.)						



Memorandum of Understanding

Between

The County of Los Angeles, Public Defender Department

and the

City of Los Angeles, Office of the City Attorney

for the

Criminal Record Clearing Project

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MEMORANDUM OF UNDERSTANDING
Between the
County of Los Angeles, Public Defender Department
and the
City of Los Angeles, Office of the City Attorney
for the
Criminal Record Clearing Project

This Memorandum of Understanding (MOU) is entered into by and between the County of Los Angeles, Public Defender Department (“Public Defender” and/or “County”) and the City of Los Angeles, Office of the City Attorney (“City” and/or “Contractor”), collectively referred to herein as "Parties".

WHEREAS, on April 4, 2006, the County Board of Supervisors approved the Homeless Prevention Initiative (HPI) which included the recommendation and on-going funding to enhance and stabilize the functioning of Homeless Court now known as part of the Criminal Record Clearing Project;

WHEREAS, on June 13, 2017, the Los Angeles County Board of Supervisors approved for fiscal year 2017/2018 funding for the Public Defender to implement Homeless Initiative Strategy D6 – Criminal Record Clearing Project (CRCP) through the deployment of mobile staff who will provide misdemeanor and felony record clearing services to persons experiencing homelessness; and on May 15, 2018, the Los Angeles County Board of Supervisors approved increased funding for fiscal year 2018/2019 to incorporate into the CRCP infraction clearing services provided by the Los Angeles County Homeless Court Program (Homeless Court). On May 15, 2019, the Los Angeles County Board of Supervisors approved funding to expand the countywide expansion of the Homeless Court for fiscal year 2019/2020; and on April 2, 2020, the Public Defender received confirmation from the Board of Supervisors that funding would be extended for fiscal year 2020/2021.

WHEREAS, the City is a public entity with recognized professionals and experience in providing effective services to individuals experiencing homelessness, and having assumed the legal duties for the last four years of Homeless Court and the remaining participants under the prior program design under a Memorandum of Understanding executed on June 25, 2015; and

WHEREAS, the Public Defender and the City have mutually agreed that it is in the best interest of the County to restructure Homeless Court to deploy the Public Defender to provide legal services Countywide as part of the Criminal Record Clearing Project.

NOW, THEREFORE, in consideration of the foregoing and of the promises and the covenants set forth herein, the Parties agree as follows:

I. PURPOSE

This MO outlines the Parties' understanding with regard to the redesigned operation of Homeless Court. Homeless Court will continue to help individuals experiencing homelessness or at risk of experiencing homelessness resolve outstanding infraction citations and associated warrants. The related warrants and fines can detrimentally affect a person's ability to access employment, social services and permanent housing opportunities.

The Public Defender's mobile unit deploys in the community and accepts referrals from community based organizations and homeless service agencies for individuals who need support with criminal expungements. The Public Defender recognizes that additional support is necessary from Homeless Court to give participants the opportunity to resolve eligible infraction citations and associated warrants.

The Public Defender conducts misdemeanor and felony record clearing outreach events with its community partners. Since the Public Defender does not provide infraction clearing services, Homeless Court is necessary to provide participants the opportunity to resolve eligible infraction citations and associated warrants. Homeless Court participants are required to actively engage in case management or to complete identified services specific to their needs in order to have the citations, fines, and warrants removed from their record. These services include but are not limited to the following: enrolling into the Coordinated Entry System, connecting with job readiness programs and signing up for eligible DPSS or VA benefits.

II. TERM OF MOU

The term of this MOU shall be July 1, 2020 through June 30, 2021, commencing upon full execution by the City and the Public Defender, unless sooner terminated or extended, in whole or in part, as provided in this MOU.

To the extent that the City may have begun performance of the services before the date of execution at the County's request and due to immediate needs, the County hereby ratifies and accepts these services performed in accordance with the terms and conditions of this Agreement.

III. PUBLIC DEFENDER RESPONSIBILITIES

1. The Public Defender agrees to provide, through the efforts of its CRCP staff, the following services to persons experiencing homelessness or who are at risk of homelessness:

a) Provide legal representation for the clearing of eligible misdemeanor and felony offenses.

b) Refer clients to housing and supportive services.

2. The Public Defender will review and be responsible for any requests for changes to this MOU and/or budget.

3. The Public Defender will submit all invoices and reports to the CEO's Service Integration Branch, Housing and Homeless Unit (SIB-HHU) Homeless Coordinator.

4. The Public Defender will provide payment to the City for all salaries, employee benefits, and other expenditures as set out in the attached Budget.

5. The Public Defender will serve as the lead agency of the Criminal Record Clearing Project.

6. If the Public Defender discovers that a client has an outstanding bench warrant it may at its discretion refer the client to Homeless Court.

IV. FISCAL PROVISIONS

1. The Public Defender shall make payments to the City Attorney for services rendered pursuant to this MOU. Such payment shall be made from the Homeless Initiative CRCP funds as approved by the Board of Supervisors. Payment terms are as follows:

a) The City Attorney shall submit monthly invoices that comply with Auditor-Controller guidelines. Expenditures must correspond to the CRCP budget approved by the Board of Supervisors. Proposed changes to the budget must be submitted to both parties. Changes to the budget over Ten Thousand Dollars (\$10,000.00) require approval by the Board of Supervisors. Changes under Ten Thousand Dollars (\$10,000.00) can be approved by the SIB-HHU's Homeless Coordinator.

b) The City Attorney invoices must be submitted by the 15th day of the following service month to:

Sung Lee
Fiscal Services
Public Defender
210 West Temple Street, 19th Floor
Los Angeles, CA 90012
Phone: (213) 974-3081
Fax: (213) 625-5031
Email: slee2@pubdef.lacounty.gov

c) The City shall retain supporting documentation for invoices including salary, employee benefit, and operating expenditures for audit/inspection for five fiscal years. Expenses are to be identified by line item.

V. CITY RESPONSIBILITIES

1. The City will provide the services outlined in Exhibit A, Statement of Work and Budget.

7. The City will establish relationships with other jurisdictions in order to expedite the clearing of charges and/or warrants identified through Homeless Court.

8. The City will work with the SIB-HHU and the Public Defender to resolve any contractual issues related to the performance measures.

9. The City will retain discretion in setting its calendar for participation in CRCP events.

10. The City will establish relationships with community based organizations and homeless service agencies to develop a direct referral process for individuals actively engaged in case management.

11. The City will deploy its mobile team to CRCP events when it deems outreach to be safe and appropriate..

12. The City will consult the Public Defender regarding weekly deployments, but given its limited means will not deploy to every CRCP event.

13. The City may participate in CRCP events that do not include the Public Defender mobile teams.

14. The City will submit any requests for changes to this MOU and/or budget to the Public Defender in writing as outlined in this MOU.

VI. COMPENSATION

Measure H funding will support one hundred percent (100%) of the Public Defender's budget and the remaining, Nine Hundred and Thirty-Two Thousand Two-Hundred and Thirty-Eight Dollars (\$932,238.00) will go to the City's budget.

Payments will be made based on the Statement of Work and Budget included as Exhibit A.

Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this MOU. Upon occurrence of this event, Contractor shall send written notification to SIB-HHU within fifteen (15) business days.

There should be no payment for services provided following the expiration/termination of the MOU.

Contractor shall have no claim against Public Defender for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this MOU. Should the Contractor receive any such payment it shall immediately notify the SIB-HHU and shall immediately repay all such funds to SIB-HHU. Payment by SIB-HHU for services rendered after expiration/termination of this MOU shall not constitute a waiver of Public Defender's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this MOU.

VIII. FURTHER TERMS AND CONDITIONS

A. INDEPENDENT CONTRACTOR STATUS

This MOU is between the Public Defender and the City and is not intended, and shall not be construed to create the relationship of employee, agent, servant, partnership, joint venture, or association, as between the Public Defender and the City. The employees and agents of one party shall not be construed to be employees and agents of the other party.

B. ASSIGNMENT, DELEGATION, AND SUBCONTRACTING

A party shall not assign its rights and/or subcontract, or otherwise delegate, its duties under this MOU, either in whole or in part, without the prior written consent of the other party. Any unapproved assignment, subcontract, or delegation shall be null and void and may result in termination of this MOU.

C. INDEMNIFICATION

The City and Public Defender are public entities. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an Agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it or upon any of its officers, agents or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2. To achieve the above-stated purpose, each party indemnifies and holds harmless the other party for all losses, costs, or expenses that may be imposed upon such other party solely by virtue of said Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereto as if fully set forth herein. The provisions of this paragraph survive expiration or termination of this Agreement.

D. NOTICES

All notices or demands required or permitted to be given or made under this MOU shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the Parties at the following addresses and to the attention of the person named. Addresses and persons to be notified may be changed by either party giving ten (10) calendar days prior written notice thereof to the other party.

Notices to Public Defender shall be addressed as follows:

Michael K. Suzuki
Office of the Public Defender
19-513 Clara Shortridge Foltz Criminal Justice Center (CSFCJC)
210 West Temple St., 19th Floor
Los Angeles, CA 90012

Notices to Contractor shall be addressed as follows:

Gina Di Domenico
Office of the City Attorney
City Hall
200 N. Spring Street, 23rd Floor
Los Angeles, CA 90012

E. TERMINATION

Either party may terminate all or part this MOU for failure to comply with its terms and conditions, provided that a written termination notice is submitted to the other party not less than thirty (30) calendar days prior to the requested termination date. Said notice shall set forth the specific conditions of non-compliance and shall provide a reasonable period of corrective action.

F. GENERAL INSURANCE REQUIREMENTS

The City certifies that it self-administers, defends, settles and pays third-party claims for bodily injury, personal injury, death and/or property damage. Protection under this program is warranted to meet or exceed five million dollars (\$5,000,000.00), combined single limit, per occurrence.

Additionally, the City is permissively self-insured for Workers' Compensation under California law. The City of Los Angeles will provide thirty (30) days' written notice of any modification or cancellation of the program.

G. AUTHORIZATION WARRANTY

The City represents and warrants that the person executing this MOU for the City is an authorized agent who has actual authority to bind the City to each and every term, condition, and obligation of this MOU and that all requirements of the City have been fulfilled to provide such actual authority.

H. AMENDMENTS

For any change which affects the scope of work, term, contract sum, payments, or any term or condition included under this MOU, an amendment to the MOU shall be prepared and executed by the Parties and approved as to form by counsel for both Parties. For any other changes, a formal written request by one party to the other will be made and if approved by the other party, a Change Notice may be issued and signed by the County's Homeless Coordinator.

Unless otherwise provided herein, the MOU may not be amended or modified by oral agreements or understandings among the Parties, any written documents not constituting a fully executed Amendment, or by any acts or conduct of the Parties.

Any change to the terms of this MOU, including those affecting the responsibilities of the parties and/or the rate and/or method of compensation shall be incorporated into this MOU by a written agreement that is properly executed.

I. CONFIDENTIALITY

The City shall maintain the confidentiality of all its records, including but not limited to billing, County records, case records and patient records, in accordance with all applicable Federal, State and local laws, regulations, ordinances and directives relating to confidentiality. The City shall inform all of its officers, employees, and agents providing services hereunder of the confidentiality provisions of this MOU.

The Public Defender will maintain the confidentiality of information and records of each client according to its ethical and legal obligations. Consistent with its ethical and legal obligations, the Public Defender, on a case by case basis and with the client's express authorization, may only share information of its CRCP clients, with direct providers of housing and supportive services. The Public Defender and the City shall notify managers, supervisors, employees and contractors providing services, hereunder, to adhere to the confidentiality provisions of the MOU.

J. BUDGET REDUCTIONS

The Public Defender retains the right to renegotiate the terms, conditions and fees during the period of the Agreement if such renegotiation is necessitated by budget shortfalls and reductions.

K. COMPLIANCE WITH APPLICABLE LAW

The City shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this MOU are hereby incorporated herein by reference.

The City shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the City or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

L. COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the City's performance under this MOU on not less than an annual basis. Such evaluation will include assessing the City's compliance with all Contract terms and performance standards. The City's deficiencies, not COVID-19-related, which the County determines are severe or continuing and that may place performance of the MOU in jeopardy if not corrected, will be reported to the Board of Supervisors. The report will include improvements/corrective action measures taken by County and City. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract as specified in this Agreement.

M. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The City shall notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

N.

O. TERMINATION FOR IMPROPER CONSIDERATION

1. The Public Defender may, by written notice to the City, immediately terminate the right of the City to proceed under this Contract if it is found that consideration, in any form, was offered or given by the City, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the City's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the City as it could pursue in the event of default by the City.

2. The City shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

3. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

P. VALIDITY

If any provision of this MOU or the application thereof to any person or circumstance is held invalid, the remainder of this MOU and the application of such provision to other persons or circumstances shall not be affected thereby.

Q. WAIVER

No waiver by the Parties of any breach of any provision of this MOU shall constitute a waiver of any other breach or of such provision. Failure of the Parties to enforce at any time, or from time to time, any provision of this MOU shall not be construed as a waiver thereof. The rights and remedies set forth in this MOU shall not be exclusive and are in addition to any other rights and remedies provided by law.

R. GOVERNING LAW

This MOU shall be governed by, and construed in accordance with, the laws of the State of California. The Parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this MOU and further agree and consent that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

S. ENTIRE AGREEMENT

This MOU constitutes the complete and exclusive statement of understanding between the Parties, which supersedes all previous agreements, written or oral, and all other communications between the Parties relating to the subject matter of this MOU. No change to the MOU shall be valid unless prepared pursuant to Section VI, Further Terms and Conditions, I. Amendments.

IN WITNESS HEREOF, the Parties have caused this MOU to be executed by their
duly authorized agents as of this _____ day of _____, 2019.

OFFICE OF THE PUBLIC
DEFENDER

CITY OF LOS ANGELES
OFFICE OF THE CITY ATTORNEY

By _____
RICARDO GARCIA
Public Defender

By _____
MICHAEL N. FEUER
City Attorney

APPROVED AS TO FORM:
BY COUNTY COUNSEL
MARY C. WICKHAM

APPROVED AS TO FORM:
BY OFFICE OF THE CITY
ATTORNEY
MICHAEL N. FEUER

By _____
JONATHAN C. MCCAVERTY
Principal Deputy County Counsel

By _____
BARAK VAUGHN
Deputy City Attorney

EXHIBIT A

STATEMENT OF WORK AND BUDGET

The Los Angeles County Homeless Court Program, staffed by the Homeless Engagement and Response Team (HEART) of the Office of the Los Angeles City Attorney (City), will continue operating the mobile program that was launched countywide in July 2018. HEART will support the Los Angeles County Public Defender's implementation of the Criminal Record Clearing Project, providing support and resources to individuals who would like to resolve eligible infraction citations. The City will invest in additional technology resources to support the continued expansion. The staff will be comprised of field teams to help individuals experiencing homelessness or at risk of experiencing homelessness resolve eligible infraction citations and connect to services throughout Los Angeles County.

As of March 31, 2020, HEART provided service to nine-hundred and twenty (920) individuals through forty-seven (47) homeless citation clinics.

FY 2020/21 funding will sustain the expanded HEART field teams under the Measure H Criminal Record Clearing Project. Field teams were established in FYs 2018/2019 and 2019/2020 to assist individuals experiencing homelessness or at risk of experiencing homelessness resolve eligible infraction citations and associated warrants, fines and fees.

The City is required to serve one hundred (100) participants per month.

The City will serve participants through two referral mechanisms: (1) by accepting referrals through a web-based tool directly from approved community based organizations and homeless service agencies; and (2) by hosting mobile legal clinics throughout Los Angeles County to reach individuals who may not be connected to service agencies, when such clinics are available under current LA County Department of Public Health Officer Orders.

Participants may use the service more than once. This will produce the best result by assisting one time participants without abandoning individuals who are in need of continuing or more extensive assistance.

1. Eligibility

a) The City will determine eligibility for dismissal by the Los Angeles Superior Court based upon the following criteria:

(1) The participant has an eligible infraction offense.

(2) The participant does not have open misdemeanor or felony matters.

(3) The participant is an individual who is: homeless or at risk of homelessness.

b) Individuals may be deemed at risk of homelessness and eligible for this program if they possess individual risk factors including but not limited to: extremely low income, disruptive events in youth, prior imprisonment, substance use, veteran status, psychiatric disorders, physical disability, or a prior history of homelessness.

2. Duties and Tasks

a) City

(1) The City will be responsible for the intake of individuals experiencing homelessness or at risk of experiencing homelessness into the Homeless Court to resolve eligible infraction citations and associated warrants.

(2) The City will complete background check inquiries, review charges, maintain statistical data for funding, track compliance of participants, file necessary motions for dismissals with the Los Angeles County Superior Court clerk.

(3) The City may deem participants ineligible for assistance with infraction citations based on past criminal history, driving record, inability to follow program rules, or other appropriate reasons.

(4) The City will retain discretion in setting its calendar for participation in Criminal Record Clearing events.

(5) The City will retain discretion in approving community based organizations and homeless service agencies for direct referral access.

(6) When feasible, and subject to current LA County Department of Public Health Officer Orders, the City will deploy its mobile team to a Criminal Record Clearing Event alongside the Public Defender teams.

(7) The City will consult with the Public Defender regarding deployments, but given its limited means will not deploy to every Criminal Record Clearing event.

(8) The City retains discretion to refrain from staffing events that do not have appropriate health or security safeguards in place.

(9) The City may participate in Criminal Record Clearing events that do not include the Public Defender mobile teams and vice versa.

(10) The City will offer individuals information or connections to programs or agencies that provide housing, mental health counseling, supportive housing,

employment training and placement, social services, or other rehabilitative services.

(11) When available, the City may provide Metro cards, bus tokens, or other resources to alleviate event transportation challenges for participants who attend Criminal Record Clearing Project events.

(12) The City will work with outside entities and jurisdictional contacts to ensure that infraction citations from throughout Los Angeles County may be reviewed and cases may be given an opportunity for resolution.

b) Other Jurisdictions

(1) The City will make every effort to secure the below jurisdictions' participation in the Program:

- (a) Los Angeles County District Attorney
- (b) Long Beach City Prosecutor
- (c) Burbank City Attorney
- (d) Inglewood City Attorney
- (e) Pasadena City Attorney
- (f) Santa Monica City Attorney
- (g) City of Torrance Office of the City Attorney
- (h) Redondo Beach City Attorney
- (i) Hawthorne City Attorney's Office
- (j) Hermosa Beach City Attorney's Office

(2) Participating jurisdictions will:

- (a) Defer to the City for their initial determination of eligibility or ineligibility;
- (b) Cross designate the City to sign motions on its behalf;

- (c) Receive pre-approved motions;
- (d) Run background checks for any participant (if desired) for their own review;
- (e) Sign pre-approved motions to dismiss, suspend, and/or recall motions for any eligible violation; and
- (f) Return signed, and in some instances processed motions, to the City to send to the Court for processing and updating in the Court system.

3. Performance Goals/Reporting

a) Goals

- (1) The City will conduct intake for one hundred (100) participants per month.

b) Reporting Information

- (1) The City will track and report the following metrics:

- (a) The number of individuals who complete an intake with HEART to have citations resolved through the clinic model;

- (b) The demographic backgrounds of those who complete an intake including: age, ethnicity, race, and gender.

- (c) The number of individuals who identify as experiencing homelessness at the time of intake;

- (d) The number of individuals who identify as chronically homeless at the time of intake;

(e) The number of individuals who identify as at risk of homelessness at the time of intake;

(f) The number of individuals who identify as veterans at the time of intake;

(g) The number of individuals that connect with services specific to their needs during an outreach event. (Services at each event will vary but may include: mental health counseling, housing navigation, health and wellness resources, legal resources, or benefits etc.);

(h) The number of homeless outreach events held providing D6 services;

(i) The number of motions submitted requesting dismissal of infractions citations or the suspension of fines and fees for D6 participants;

(j) The number of motions granting the dismissal of infractions citations or the suspension of fines and fees for D6 participants; and

(k) The number of D6 participants who had infractions citations dismissed during reporting period; and

(l) The number of individuals who are homeless who were referred to homeless case managers.

(2) When data is available, the City will track and report the following metrics:

(a) The number of individuals in families with minor child(ren); and

(b) The number of families with minor child(ren).

**Los Angeles County Criminal Record Clearing Project
City Attorney Budget
One Year Budget FY 20/21**

Los Angeles County Criminal Record Clearing Project		July 1, 2020 - June 30, 2021
Personnel:		
Supervising Deputy City Attorney III		\$160,000
Deputy City Attorney I		\$126,000
Administrative Coordinator II		\$91,000
Administrative Coordinator II		\$84,000
Administrative Coordinator I/II		\$82,000
Administrative Coordinator I/II		\$68,000
Staffing Subtotal:		\$611,000
Benefits 45.62%		\$278,738
Staffing and Benefits:		\$889,738
Operating Expenses:		
Case Management System, Software, and Equipment		\$25,000
Clinic and Office Supplies; Clinic Transportation Expenses (Metro Cards, Ride Sharing); Promotional Materials; WiFi.		\$15,000
Clinic, Outreach, and Conference Travel		\$2,500
Operating Expenses Subtotal		\$42,500
Staffing, Benefits, and Equipment, and Operating Expenses TOTAL		\$932,238