



**MIKE FEUER**  
CITY ATTORNEY

**MEMORANDUM**

<b>To:</b> The Honorable Eric Garcetti Mayor of Los Angeles City Hall Los Angeles, CA 90012 Attention: Mandy Morales	Honorable Members of City Council City of Los Angeles City Hall Los Angeles, CA 90012 Attention: Patrice Lattimore
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**From:** Leela Kapur, Chief of Staff *LF*

**Date:** August 20, 2019

**Re: FY 2019-23 Proposition 47 Grant Funding Acceptance (CF #17-0758)**

As detailed in the CAO Grants Acceptance form, Office of the City Attorney is transmitting for your review and approval a new, three-year \$6,000,000 competitive grant award under the Proposition 47 Grant Program ("Prop. 47") for FY 2019-23. Council previously accepted Prop. 47 funding in 2017 to establish LA DOOR ("Diversion Outreach and Opportunities for Recovery") in South Los Angeles (CF #17-0758). Through new grant resources, the Office will expand LA DOOR to Central Los Angeles to broaden its geographic reach.

LA DOOR is a health-focused, comprehensive drug intervention approach that emphasizes field-based services, pre-booking diversion, and community engagement to address substance dependence and to limit the number of misdemeanor drug cases processed through the traditional criminal justice system. Originally launched in South Los Angeles in 2017 following an intensive, community based planning effort, LA DOOR strives to ensure that those most impacted by substance use and mental health issues, especially individuals receive vitally needed LA DOOR interventions.

From January 1<sup>st</sup>, 2018 to March 31<sup>st</sup>, 2019, LA DOOR provided services to 451 individuals in hotspot locations, approximately 90% of whom were homeless. Service engagement increased tremendously, with 164 participants accessing substance use disorder treatment, 81 receiving mental health care, and 64 receiving physical healthcare. A total of 101 LA DOOR participants accessed



**City of Los Angeles**  
Grant Award Notification and Acceptance

<b>Recipient Department</b>			
This Grant Award is: <input checked="" 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
Project Manager:	Jamie Larson	E-Mail:	Jamie.larson@lacity.org
Department/Bureau/Agency:	City Attorney	Phone:	213-978-8100
		Phone:	213-978-8100
		Date:	07/18/2019

<b>Grant Information</b>			
Name of Grantor: Board of State and Community Corrections		Pass Through Agency:	
CA Other			
Grant Program Title: Prop. 47 Grant Program		Notification of Award Date:	
Proposition 47 Grant Program - FY 2019		06/25/2019	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
State	Competitive/Discretionary	Reimbursement	CFDA#:
			Other ID#:
			eCivis ID#: CA 2789
Match Requirement:	Yes	Amount:	\$2,538,997.00 %Match 42
Match Type:	In kind/cash	Identify Source of Match:	City
<b>Fiscal Information:</b>	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$ 6,000,000.00	\$ 2,542,739.26	\$ 120,441
			Total Project Budget: \$ 8,663,180.42

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Personnel				
Deputy City Attorney II	\$ 83,563.36	\$ 20,890.84		Awarded: 8/15/19-6/30/20 \$107,761.68 x 20% FTE 7/1/20-6/30/21 \$110,726.64 x 20% FTE 7/1/21-6/30/22 \$113,775.12 x 20% FTE 7/1/22-5/15/23 \$116,907.12 x 20% FTE
Administrative Coordinator II (new)	\$ 295,561.44	\$ -		8/15/19-6/30/20 \$76,107.60 x 100% FTE 7/1/20-6/30/21 \$78,195.60 x 100% FTE 7/1/21-6/30/22 \$80,346.24 x 100% FTE 7/1/22-5/15/23 \$82,559.52 x 100% FTE
Legal Clerk (new)	\$ 130,726.40	\$ -		10/14/19-6/30/20 \$38,126.88 x 100% FTE 7/1/20-6/30/21 \$40,256.64 x 100% FTE 7/1/21-6/30/22 \$42,490.80 x 100% FTE 7/1/22-12/31/22 \$44,871.12 x 100% FTE
Deputy City Attorney III	\$ 53,537.15	\$ -		8/15/19-6/30/20 \$137,265.12 x 10% FTE 7/1/20-6/30/21 \$141,004.40 x 10% FTE 7/1/21-6/30/22 \$144,928.08 x 10% FTE 7/1/22-5/15/23 \$148,916.16 x 10% FTE
Benefits				
Deputy City Attorney II	\$ 38,539.42	\$ 9,634.86		Awarded: 8/15/19-6/30/20 \$107,761.68 x 20% FTE 7/1/20-6/30/21 \$110,726.64 x 20% FTE 7/1/21-6/30/22 \$113,775.12 x 20% FTE 7/1/22-5/15/23 \$116,907.12 x 20% FTE
Administrative Coordinator II (new)	\$ 136,312.94	\$ -		8/15/19-6/30/20 \$76,107.60 x 100% FTE 7/1/20-6/30/21 \$78,195.60 x 100% FTE 7/1/21-6/30/22 \$80,346.24 x 100% FTE 7/1/22-5/15/23 \$82,559.52 x 100% FTE

1. Authorize the City Attorney or designee to execute the grant agreement between BSCC and the City Attorney's Office;
2. Authorize the City Attorney or designee to accept grant funding in the amount of \$6,000,000 from BSCC;
3. Resolve an employment authority in the City Attorney's Office for the period August 15, 2019 to May 15, 2023, for one Administrative Coordinator II (0566) position is approved;
4. Resolve an employment authority in the City Attorney's Office for the period August 15, 2019 to May 15, 2023, for one Legal Clerk I (0585-0) position is approved;
5. Authorize the City Attorney or designee to execute the vendor agreement between the City Attorney's Office and SSG Project 180;
6. Authorize the City Attorney or designee to execute vendor agreements between the City Attorney's Office's and West Angeles Community Corporation .
7. Authorize the City Attorney or designee to execute vendor agreements between the City Attorney's Office's and RAND.
8. That the City Council, subject to the approval of the Mayor, authorize the Controller to:
  - a. Establish a receivable for this program by \$6,000,000 from BSCC;
  - b. Establish the appropriation account within Fund 368, as follows:
 

Account No.	Account Title	Amount
12S960	Prop. 47 Grant Program	\$ 6,000,000
9. Transfer \$121,080 from Fund 368/12, Account 12S960 to Fund 100, Department 12, Account 001010 – Salaries General, for FY 19-20 Salary expenses;
10. Upon receipt of grant reimbursements and approval of expenses, transfer up to \$342,157 from Fund 368/12, Account No. 12P960 to Fund 100/12, Revenue Source 5346 - Related Cost Reimbursement -Grants, to reimburse for the fringe benefits and related costs during the three year grant period;
11. AUTHORIZE the City Council to instruct the City Clerk to place on Council Calendar for July 1, 2020, the following actions relative to the Prop. 47 Grant Program:
 

"That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$153,250 from Fund 368/12, Account 12S960 to Fund 100, Department 12, Account 001010 – Salaries General, for FY 20-21 Salary expenses;
12. AUTHORIZE the City Council to instruct the City Clerk to place on Council Calendar for July 1, 2021, the following actions relative to the Prop. 47 Grant Program
 

"That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$158,574 from Fund 368/12, Account 12S960 to Fund 100, Department 12, Account 001010 – Salaries General, for FY 21-22 Salary expenses;
13. AUTHORIZE the City Council to instruct the City Clerk to place on Council Calendar for July 1, 2022, the following actions relative to the Prop. 47 Grant Program
 

"That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to transfer \$130,483 from Fund 368/12, Account 12S960 to Fund 100, Department 12, Account 001010 – Salaries General, for FY 22-23 Salary expenses;
14. Authorize the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.
15. Authorize the City Council to pass and adopt a Los Angeles City Council Resolution for the City Attorney to participate in the Prop. 47 grant.

#### 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 cost for three years for LA DOOR is \$8,663,180, including \$2,542,740 in leveraged funds. The City Attorney's Office will receive \$905,545 in salaries and related costs for one DCA II, one ACA, one new AC II and one new LC I. Because of a 10% indirect cost cap by the grantor, BSCC, there is a \$120,441 General Fund contribution over the grant lifecycle to cover unreimbursed indirect costs.

#### 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 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 type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)    | <input type="checkbox"/> Additional Documents (if applicable)               |

Department Head Name:

Department Head Signature:

Date:

#### 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:

# **POSITION DESCRIPTION** **City of Los Angeles**

**DO NOT USE THIS SPACE**

1. Name of Employee: <b>N/A – New Position</b>	2. Employee's Present Class Title/Code: <b>N/A New Position</b>	3. Present Salary or Wage
4. Reason for Preparing Description: <b>AC II (NEW)</b>	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation
5. Location of office or place of work: <b>City Hall East</b>	6. Name of Department: <b>City Attorney</b>	

Date Prepared:  
**7/5/2019**

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name: **Jamie Larson, DCA**Title: **Director: Recidivism Reduction and Drug Diversion Unit**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
100%	
100% (overall)	<p>Responsible for fiscal, contractual, and programmatic management of \$12 million dollars of Proposition 47 funds which support the LA DOOR (Diversion Outreach and Opportunities for Recovery) Program, the City Attorney's comprehensive health-based drug intervention strategy that prioritizes mobile outreach, pre-booking diversion, and removal of legal barriers as an alternative approach to the traditional criminal justice system for drug addicted, homeless, and/or mentally ill persons. LA DOOR operations involve contracts with social service providers, housing partners, and evaluation partners as well as close collaboration with the LAPD (6 police divisions) and the Public Defender's Office. At max capacity, LA DOOR employs approximately 50 individuals through various sub-contracts, with approximately 30 staff positions available to staff from the re-entry population.</p> <p>Under the direction of the Director of Recidivism Reduction and Drug Diversion Unit, the AC II identifies and resolves financial, programmatic, and/or contractual compliance issues among program partners; develops financial accounting systems, policies, and procedures with appropriate checks and balances to ensure that LA DOOR financial and program activities are tracked consistently across all partners; provides training and support for partner agency personnel and fiscal agents; reviews invoices for accuracy, ensures all expenditures meet grant requirements; audits of program partners to ensure compliance with City, BSCC, and State Controller policies and procedures; develops and standardizes program operations, data collection, and other protocols in written manuals; supervises administrative staff assigned to LA DOOR to ensure smooth operation across all grant sites; facilitates team meetings, problem solving with leadership from program partners; provides program oversight and quality control; writes qualitative and quantitative progress reports as required under the grant; provides ongoing feedback and analysis regarding program success, needs for improvement, strategic planning, and other administrative topics.</p>

9. How long have the duties been substantially as described above? N/A (new position)

10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 20%

12. Indicate the number of employees supervised by class titles. AC I, LC I

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.



# **POSITION DESCRIPTION** **City of Los Angeles**

DO NOT USE THIS  
SPACE

1. Name of Employee: <b>N/A (New Position)</b>	2. Employee's Present Class Title/Code: <b>N/A (New Position)</b>	3. Present Salary or Wage Rate	Date Prepared: <b>July 5, 2019</b>
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation			
5. Location of office or place of work: <b>City Hall East</b>		6. Name of Department: <b>City Attorney</b>	

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name: **Jamie Larson**Title: **Director: Recidivism Reduction and Drug Diversion Unit**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT  
OF TIME

100%

**DUTIES**100%  
(overall)

The responsibilities of the Legal Clerk I position are specific to the City Attorney's Proposition 47 grant funded LA DOOR program, a comprehensive health-based drug intervention strategy that prioritizes mobile outreach, pre-booking diversion, and removal of legal barriers as an alternative approach to the traditional criminal justice system for drug addicted, homeless, and/or mentally ill persons.

The Legal Clerk I position, whose duties include general office and clerical tasks directly related to implementation of LA DOOR, include but are not limited to the following: typing; opening, logging and distributing mail; data entry; assisting in records retention; processing new participants by creating folders and labels; running participant criminal history information, including rap sheets, court dockets, and other systems; providing receptionist duties, answering calls, and greeting visitors; communicating with LA DOOR program partners, and other City departments, and the public; ordering and organizing supplies; and other duties as assigned.

9. How long have the duties been substantially as described above? N/A (new position)

10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 0%

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

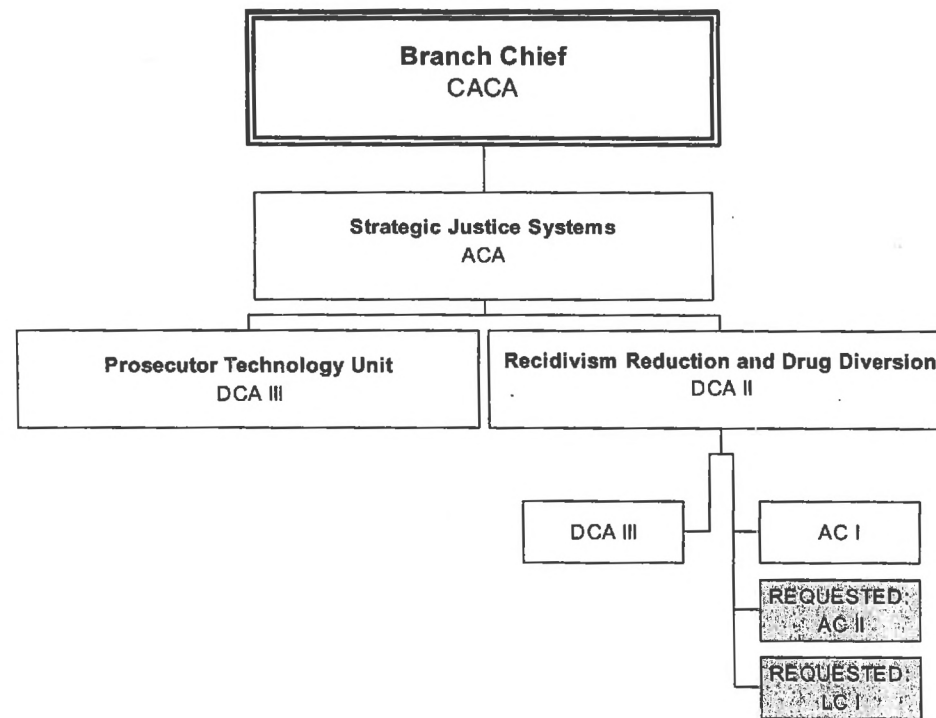
Signature \_\_\_\_\_

Date \_\_\_\_\_

Extension

# OFFICE OF THE LOS ANGELES CITY ATTORNEY

## Criminal & Special Litigation Branch Recidivism Reduction and Drug Diversion





LINDA M. PENNER  
*Chair*

KATHLEEN T. HOWARD  
*Executive Director*

STATE OF CALIFORNIA

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

2590 VENTURE OAKS WAY, SUITE 200 + SACRAMENTO CA 95833 + 916.445.5073 + BSCC.CA.GOV



GAVIN NEWSOM  
*Governor*

June 20, 2019

Mary Clare Molitor, Chief Assistant City Attorney  
Los Angeles City Attorney's Office  
200 North Main Street, 9<sup>th</sup> Floor  
Los Angeles, California 90012

RE: Proposition 47 Grant Award

Dear Chief Assistant City Attorney Molitor:

Congratulations, the Board of State and Community Corrections (BSCC) is happy to announce the Los Angeles City Attorney's Office was selected to receive a Proposition 47 Grant Award at the BSCC's June 2019 Board meeting. Twenty-three agencies will be offered approximately \$96 million from August 15, 2019 to May 15, 2023 for programs and initiatives that provide mental health services, substance-use disorder treatment, and/or diversion programs for people in the criminal justice system.

In the next 60-days, BSCC staff will contact the Project Director and/or Financial Officer for additional administrative, program, and financial information. These activities include:

- Confirming the contact information of grant-funded staff;
- Emailing a Proposition 47 Grant Agreement;
- Requesting a Governing Board Resolution;
- Requesting a detailed Proposition 47 Grant Budget;
- Discussing program outcomes and metrics; and
- Identifying Grantee Orientation Participants.

**Grant Agreement Documents**

BSCC staff will email an electronic copy of the Proposition 47 Grant Agreement by June 30, 2019. Review the Grant Agreement and then complete the following:

- Carefully review the Grant Agreement and retain a copy for your records. Upon execution, this becomes your contractually obligated Scope of Work.
- Print two (2) copies of the Grant Agreement. **Both copies** must be signed and dated in blue ink by the Authorized Officer;
- Print, complete, and sign one (1) copy of Appendix B; and
- Mail a hard copy of the above to:

Board of State and Community Corrections  
ATTN: Proposition 47 Grant  
2590 Ventura Oaks Way, Suite 200  
Sacramento, CA 95833