

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0035

Date: September 1, 2020

To: The Mayor
The Council

Attn: 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 (RESTORATIVE JUSTICE)**

Attached is the Grant Acceptance Packet (Packet) for a grant award in the amount of \$137,810 from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period from July 1, 2020 through June 30, 2021 for the City Attorney's Dispute Resolution Program (DRP).

Grant funding will support the Neighborhood Justice Program (NJP), which provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of having their cases filed and processed through the traditional criminal justice system. The total cost of the program is \$172,263, of which \$137,810 will be reimbursed to the City as follows: \$87,035 in salaries; \$39,705 in fringe benefits; \$10,000 in contracted services; and, \$1,070 in office supplies. The remaining \$34,453 cost is the City's match requirement, which will be met through other indirect costs included in the 2020-21 City Budget. Funding will support one existing Administrative Coordinator I position. No position authorities are requested at this time.

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

Should you have any questions regarding the Packet, please contact Samantha Jew at (213) 473-7581.

RHL:EFR:SJ:04210011

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 30, 2020	
Grant Award Title: Dispute Resolution Program (Restorative Justice)		Grant Amount: \$137,810 Prior Grant Award(s): \$137,810	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference: DRP192008/C.F. 19-1194	Performance Start Date: 7/1/2020	Performance End Date: 6/30/2021	
Purpose: The Office of the City Attorney requests authority to accept a \$137,810 grant award for the Fiscal Year 20-21 Dispute Resolution Program (Restorative Justice) from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period of July 1, 2020 through June 30, 2021. Funding will be utilized to support the Neighborhood Justice Program (NJP), which provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of being processed through the traditional criminal justice system. This is the second year of a five-year grant award, renewable each year.			

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 \$137,810 in grant funding from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the Dispute Resolution Program (DRP) Restorative Justice for a grant performance period of July 1, 2020 through June 30, 2021. There is a City match requirement of \$34,453, or 25-percent of the grant award. This is the second year of a five-year grant award period, with funding renewable every year.

Grant funding will be utilized in support of the City Attorney's Neighborhood Justice Program (NJP), which provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of going through the traditional criminal justice system. The NJP operates both virtually and in-person through 12 community sites, including Family Source Centers, located throughout the City.

(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, 2020 through June 30, 2021, subject to the approval of the City Attorney as to form;
2. Accept funding in the amount of \$137,810 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 \$34,453 for the period of July 1, 2020 through June 30, 2021;
4. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368 in the amount of \$137,810 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund No. 368 as follows:

Account No. 12T702 - DRP RJ Grant - \$137,810;
 - c. Transfer \$87,035 from Fund No. 368, Account No. 12T702 to Fund No. 100, Department No. 12, Account No. 001010, Salaries, General;
 - d. Upon receipt of grant funds, transfer up to \$39,705 from Fund No. 368, Account No. 12T702 to Fund No. 100, Department No. 12, Revenue Account No. 5346, Related Cost Reimbursements from Grants; and,

(Continued on Page 4)

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 Fiscal Year 2020-21 Dispute Resolution Program Restorative Justice is \$172,263, of which \$137,810 will be reimbursed by the County of Los Angeles Department of Workforce Development, Aging and Community Services. The match requirement for the grant is \$34,453, which will be satisfied through indirect costs included in the 2020-21 City Budget. 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. ID 04210011

Samantha Jew	Edward F. Roes		
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

During Fiscal Year 2019-20, the NJP successfully resolved 660 of 677 diversion cases. As of June 30, 2020, the NJP has received a total of 5,903 referrals for pre-filing diversion and initiated 3,620 diversion cases, of which 3,393 cases were successfully resolved. The NJP's total two-year recidivism rate, which includes all 21 Los Angeles Police Department area divisions, is five-percent. Participants of NJP have completed 24,709 hours of community service throughout Los Angeles.

The total cost of the program is \$172,263, of which \$137,810 is reimbursable to the City as follows: \$87,035 for direct costs, \$39,705 for fringe benefits, \$1,070 for office supplies, and \$10,000 for contractual services. Funding for contracted services will be utilized to evaluate the NJP's currently restorative justice model and identify best practices to improve the recidivism rate. The City is required to provide a match of \$34,453 for the remaining costs of the program. The match will be satisfied through indirect costs included in the 2020-21 City Budget.

It should be noted that Recommendation No. 3 in this report differs from the respective recommendation found in the City Attorney's transmittal dated July 21, 2020 to correct an inadvertent error in the City's match contribution from \$43,648 to \$34,453. The Office of the City Attorney concurs with these changes.

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.



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: July 21, 2020

Re: FY 2020/21 Dispute Resolution Program (Restorative Justice)
CF #19-1994
Funding - Year 2/5

Transmitted herewith for Mayor and City Council consideration is FY 2020/21 funding totaling \$137,810 to offset one full time Neighborhood Justice Program (NJP) position. Funding originates from the County of Los Angeles Department Workforce Development, Aging and Community Services, following a competitive process. The County serves as the pass through agency to allocate California Dispute Resolution Program Act monies.

This term represents Year Two of a five year grant award, renewable each year.

NJP provides eligible first-time, non-violent misdemeanor offenders a valuable opportunity to participate in a pre-filing diversion program in lieu of having their case filed and processed through the traditional criminal justice system. During FY 2019/20, NJP initiated 677 diversion cases and successfully resolved 660 of them. A total of 42 mediators and 29 stakeholder groups underwent training. As of June 30, 2020, NJP has received a total of 5,903 referrals for pre-filing diversion, initiated 3,620 diversion cases, and successfully resolved 3,393 of them. NJP's total two-year citywide recidivism rate (including all 21 Los Angeles Police Department area divisions) is five percent. NJP operates both virtually and in person through 12 community panel sites including Family Source Centers located throughout the City of Los Angeles. NJP participants have completed 24,709 hours of community service throughout Los Angeles.



City of Los Angeles
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is: <input type="checkbox"/> New		<input checked="" type="checkbox"/> Continuation/Renewal	
		<input type="checkbox"/> Supplemental	
		<input type="checkbox"/> Suballocation	
Grants Coordinator:	Saminh Greenberg	E-Mail:	saminh.greenberg@lacity.org
Project Manager:	Saminh Greenberg	E-Mail:	saminh.greenberg@lacity.org
Department/Bureau/Agency:	City Attorney	Date:	07/21/2020

Grant Information			
Name of Grantor:		Pass Through Agency:	
County of Los Angeles Department Workforce Development, Aging and Comm			
Grant Program Title:		Notification of Award Date:	
Dispute Resolution FY 2020-21 (Restorative Justice) Department: City Attorney		06/30/2020	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
County/Regional	Competitive/Discretionary	Reimbursement	CFDA#: 19-1994
			Other ID#:
			eCivis ID#:
Match Requirement:	Yes	Amount:	34,453
Match Type:	Cash	Identify Source of Match:	%Match 25
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$137,810.00	34,453	Total Project Budget \$172,263

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Personnel	87,035	\$0.00		AC
Fringe	39,705	\$0.00		AC
Materials/Supplies				
Supplies	1,070	\$0.00		Office supplies
Contractual Services				
Professional	10000	\$0.00		Project evaluation
Total	\$137,810.00	34,453.00		

Approved Project			
Descriptive Title of Funded Project:		Dispute Resolution FY 2020-21 (Restorative Justice...	
Performance Period Start/End Dates (Month/Day/Year):		Citywide: yes	
Start: 07/01/2020	End: 06/30/2021	Affected Council District(s): all	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
Identify External Partners: community partners and non-profts where NJP panels are co-located.			

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.

NJP provides eligible first-time, non-violent misdemeanor offenders a valuable opportunity to participate in a pre-filing diversion program in lieu of having their case filed and processed through the traditional criminal justice system. During FY 2019/20, NJP initiated 677 diversion cases and successfully resolved 680 of them. A total of 42 mediators and 29 stakeholder groups underwent training. As of June 30, 2020, NJP has received a total of 5,903 referrals for pre-filing diversion, initiated 3,820 diversion cases, and successfully resolved 3,393 of them. NJP's total two-year citywide recidivism rate (including all 21 Los Angeles Police Department area divisions) is five percent. NJP operates both virtually and in person through 12 community panel sites including Family Source Centers located throughout the City of Los Angeles. NJP participants have completed 24,709 hours of community service throughout Los Angeles.

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).

We therefore request that the City Council, subject to the approval of the Mayor: 1. AUTHORIZE the City Attorney or his designee to approve the Standard Agreement with the County of Los Angeles Workforce Development, Aging, and Community Services for the period of July 1, 2020 to June 30, 2021, subject to the approval of the City Attorney as to form. 2. ACCEPT funding in the amount of \$137,810 from the Community and Senior Services of Los Angeles County to maintain operations. 3. APPROVE the City cash and in-kind match and additional contribution in the amount of \$43,648 for the period of July 1, 2020 through June 30, 2021. 4. AUTHORIZE the Controller to: a. Establish a receivable within Fund 368 in the amount of \$137,810 from the County of Los Angeles b. Establish a new appropriation account within Fund 368 as follows. Account 12T702 – DRP RJ Grant - \$ 137,810 c Transfer \$ 87,035 from Fund 368, Account 12T701 to Fund 100, Department 12, Account 001010 – Salaries General. d. Upon receipt of grant funds, transfer up to \$ 39,705 from Fund 368, Account 12T701 to Fund 100, Department 12, Revenue Account 5346 – Related Cost Reimbursements from grants. 5. AUTHORIZE the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

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.

There is no fiscal impact to accept this grant. Indirect costs of \$43,648 (CAP 40) are associated with existing staff positions and are included in the adopted FY 2020 2021 budget.

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 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: _____

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 Name: Grant Project Breakdown	Grant Funds	Additional Costs**		Department:
		City Funds	Non-City Funds	Total
Salaries				
1010 Salaries General				
1020 Salaries Grant Reimbursed	87,035			
1070 Salaries As Needed				
1090 Overtime				
Salaries Total:				
Related Costs*				
		CAP Rate		
Fringe Benefits	39,705			
Department Administration			34,453	
Central Services				
Related Costs Total:				
Expense				
2120 Printing & Binding				
2130 Travel				
3040 Contractual Services	10,000			
3310 Transportation				
4160 Governmental Meetings				
6010 Office Supplies	1,070			
6020 Operating Supplies				
7300 Equipment				
Expenses Total:				
Grand Total: \$ 137,810				

*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.)

**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.

Department:
Project Name:

Job Classification
AC 1

Job Classification	Total New	Existing	Grant Funding		Reimbursable*		Other Funding Sources		Non-City	
			No.	Cost	No.	Cost	City Non-Reimbursable**	Cost	No.	Cost
AC 1	1	1	1	126,740						

Total:

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here are for salary costs. Related costs (fringe benefits, department administration and central services) are separate and will be added to salaries, will result in the full costs for personnel. *Reimbursable costs are savings to the City. These costs would be reimbursed by grant funds. **Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs for the program.

**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES**

**FY 20-21 DISPUTE RESOLUTION PROGRAM BUDGET
BUDGET SUMMARY**

AGENCY NAME: Office of the Los Angeles City Attorney SUBWARD #: DRP192008
 ADDRESS: 100 N. Main St., 8th fl, LA CA 90012 AMENDMENT #: 1
 CONTACT NAME: Saminh Greenberg CONTACT PHONE: 213-978-7185

SERVICE CATEGORY: Restorative Justice

A. FUNDING SUMMARY

PROGRAM FUNDING AMOUNT			
PROGRAM FUNDING*	SUBRECIPIENT MATCH **		GRAND TOTAL
	CASH	IN-KIND	
\$ 137,810.00	\$ 34,453.00	\$ -	\$ 172,263

B. PERSONNEL COSTS & NON-PERSONNEL COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Staff Salaries & Wages	\$ 87,035	\$ -	\$ -	\$ 87,035
Staff Fringe Benefits	\$ 39,705	\$ -	\$ -	\$ 39,705
Non-Personnel Costs	\$ 11,070	\$ 34,453	\$ -	\$ 45,523
Total	\$ 137,810	\$ 34,453	\$ -	\$ 172,263

C. OTHER BUDGET COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Lower Tier Subrecipients Cost	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Notes:

* The Program Funding must match the amount indicated in your agency's Award Letter.

** Match must be at a minimum 25% of the Program Funding amount.

COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
FY 20-21 DISPUTE RESOLUTION PROGRAM BUDGET
LINE ITEM DETAIL

AGENCY NAME: Office of the Los Angeles City Attorney

SUBAWARD #: DRP192008

AMENDMENT #: 1

SERVICE CATEGORY: Restorative Justice

LINE ITEM EXPENDITURES				
	Program Funding	Subrecipient Matching Share		GRAND
		Cash	In-kind	TOTAL
PERSONNEL COSTS	(A)	(B)	(C)	(SUM A+B+C)
Staff Salaries & Wages	\$ 87,035			\$ 87,035
Staff Fringe Benefits	\$ 39,705			\$ 39,705
Sub-Total Personnel Costs	\$ 126,740	\$ -	\$ -	\$ 126,740

	Program Funding	Subrecipient Matching Share		GRAND TOTAL
		Cash	In-kind	(SUM A+B+C)
NON-PERSONNEL COSTS	(A)	(B)	(C)	(SUM A+B+C)
Facility Rent				\$ -
Utilities (Telephone, Gas, Electricity, Water)				\$ -
Janitorial Services				\$ -
Maintenance Repairs				\$ -
Equipment Purchase/Lease ¹				\$ -
Office Supplies	\$ 1,070			\$ 1,070
Training Materials				\$ -
Consumable Supplies				\$ -
Advertisement	\$ -			\$ -
Print / Reproduction				\$ -
Professional Services/Consultants ²	\$ 10,000			\$ 10,000
Lower Tier Subrecipient ¹				\$ -
Audit				\$ -
Travel				\$ -
Meeting/Conferences				\$ -
Insurance:				\$ -
A) Liability/Automobile				\$ -
B) Building				\$ -
Staff Training/Workshops/TA	\$ -			\$ -
Other (Related Cost CAP 40)		\$ 34,453		\$ 34,453
Sub-Total Non-Personnel Costs:	\$ 11,070	\$ 34,453	\$ -	\$ 45,523

Notes:

- 1 Equipment purchase/lease agreements require prior County approval
- 2 Professional Services/Consultant/Subcontractors require prior County approval
- 3 Travel is limited to (2) two staff and requires prior County approval



lacounty.gov

Hilda L. Solis
Mark Ridley-Thomas
Shella Kuehl
Janice Hahn
Kathryn Barger

COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

3175 West Sixth Street • Los Angeles, CA 90020

Tel: 213-738-2600 • Fax 213-487-0379



wdacs.lacounty.gov

Cynthia D. Banks
Director

Otto Solórzano
Chief Deputy

To enrich lives through effective and caring service

SENT VIA EMAIL

June 23, 2020

Mr. Mike Feuer, City Attorney
Office of the Los Angeles City Attorney
200 N. Spring Street, 23rd Floor
Los Angeles, CA 90012

Dear Ms. Feuer:

DISPUTE RESOLUTION PROGRAM SUBAWARD AMENDMENT NO. 1 (COMMUNITY) AND NO. 1 (VICTIM-OFFENDER) FISCAL YEAR 2020-2021 FUNDING ALLOCATIONS

This notice provides your agency with Fiscal Year (FY) 2020-21 Dispute Resolution Program (DRP) funding allocation(s) being issued under Subaward Amendment No. 1 (Community) and No. 1 (Victim-Offender). Your agency's FY 2020-21 funding is as follows:

Contract Number	Service Category	FY 2020-21 Funding Allocation	Maximum Contract Sum (Years 1 through 5)
DRP192009	Community	\$149,653	\$748,265
DRP192008	Victim-Offender	\$137,810	\$689,050

The above-referenced allocation(s) are effective July 1, 2020 through June 30, 2021 and are contingent upon the availability of funds. Funding for subsequent program years are provided on an annual basis and are contingent upon the availability of funds.

Subaward Amendment No. 1 (Community) and No. 1 (Victim-Offender) documents will be issued by email with instructions on their completion.

Any questions regarding this letter may be directed to Helen Kim of my staff at Hkim@wdacs.lacounty.gov.

Respectfully yours,

Carol Domingo

Carol Domingo
Program Manager
Contracts Management Division

C: Saminh Greenberg
Shaphan Roberts

CD:HK:hk