

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0033

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 (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, 2019 through June 30, 2020 for the City Attorney's Dispute Resolution Program (DRP). Grant funding will be utilized in support of the Neighborhood Justice Program (NJP), which 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. The total cost of the program is \$172,263, of which \$137,810 will be reimbursed to the City as follows: \$89,941 in Salaries; \$41,481 in Fringe Benefits; \$2,500 in Materials/Supplies; \$738 in Travel; and, \$3,150 in Training Expenses. The remaining \$34,453 cost of the program is the City's match requirement, which will be met as follows: \$22,485 in Salaries; \$10,370 in Fringe Benefits; \$625 in Materials/Supplies; \$185 in Travel; and, \$788 in Training Expenses. The Salaries and Fringe Benefit costs required from the City will be met through the NJP work performed by five City Attorney Administrator Coordinator Is and one City Attorney Administrator Coordinator II. Funding for the remaining salaries of these positions has already been provided in the City Attorney's 2019-20 Adopted Budget and is further offset in the amount of \$77,966 from the Proposition 56 Decreasing Adolescent Tobacco Access (DATA I) grant. 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:04200057

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: May 8, 2019
Grant Award Title: Dispute Resolution Program (Restorative Justice)		Grant Amount: \$137,810 Prior Grant Award(s): \$0
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference:	Performance Start Date: 7/1/2019	Performance End Date: 6/30/2020
<p>Purpose: The Office of the City Attorney requests authority to accept a \$137,810 grant award for the Fiscal Year 2019-20 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, 2019 through June 30, 2020. Funding will be utilized to support the Neighborhood Justice Program (NJP), which 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. 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 \$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, 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 Neighborhood Justice Program (NJP), which 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 Fiscal Year 2018-19, the NJP successfully resolved 592 diversion cases. The NJP's total two-year recidivism rate, which includes all 21 Los Angeles Police Department area divisions, was five-percent. The NJP has co-located 10 community panel sites at Family Source Centers throughout the City of Los Angeles and NJP participants have completed over 21,000 hours of community service throughout Los Angeles.

(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 \$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 \$34,452 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 \$137,810 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund No. 368 as follows:
Account No. 12S702 - DRP RJ Grant - \$137,810;
 - c. Transfer \$89,941 from Fund No. 368, Account No. 12S702 to Fund No. 100, Department No. 12, Account No. 001010 - Salaries General;
 - d. Upon receipt of grant funds, transfer up to \$41,481 from Fund No. 368, Account No. 12S702 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 Fiscal Year 2018-19 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 the Salaries and Fringe Benefit costs of five City Attorney Administrator Coordinator Is and one City Attorney Administrative Coordinator II.

(Fiscal Impact Statement continued on page 5)

			
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (continued from page 2)

The total cost of the program is \$172,263, of which \$137,810 will be reimbursed to the City as follows: \$89,941 in Salaries; \$41,481 in Fringe Benefits; \$2,500 in Materials/Supplies; \$738 in Travel; and \$3,150 in Training Expenses. The remaining \$34,453 cost of the program is the City's match requirement, which will be met as follows: \$22,485 in Salaries; \$10,370 in Fringe Benefits; \$625 in Materials/Supplies; \$185 in Travel; and, \$788 in Training Expenses. The Salaries and Fringe Benefit costs required from the City will be met through the NJP work performed by five City Attorney Administrator Coordinator Is and one City Attorney Administrator Coordinator II. Funding for the remaining Salaries and Fringe Benefit costs of these positions has already been provided in the City Attorney's 2019-20 Adopted Budget, which is further offset in the amount of \$77,966 from the Proposition 56 Decreasing Adolescent Tobacco Access (DATA I) grant. No additional appropriations are needed.

The recommendations in this report differ from the recommendations found in the City Attorney's transmittal dated September 30, 2019 due to incorrect account identification in Recommendation No. 4.c. and 4.d. The correct account in both recommendations should be Account No. 12S702 and not Account No. 12S701. 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.

11. Fiscal Impact Statement (continued from page 2)

Funding for these positions have already been provided in the City Attorney's FY2018-19 Adopted Budget and is further supplemented by the Proposition 56 Decreasing Adolescent Tobacco Access (DATA I) grant in the amount of \$77,966. The remaining City match requirement will be met through Materials/Supplies (\$625), Travel (\$185), and Training (\$788) Expenses. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.