

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 5, 2013

CAO File No. 0130-02033-0000

Council File No. 13-0136

Council District: 1,13

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Transmittal from the Mayor, dated January 24, 2013; Received by the City Administrative Officer on February 4, 2013, Additional Information provided through March 1, 2013

Subject: **ACCEPTANCE OF THE 2012 COMMUNITY-BASED VIOLENCE PREVENTION DEMONSTRATION PROGRAM GRANT AWARD IN THE AMOUNT OF \$1,500,000 FROM THE U.S. DEPARTMENT OF JUSTICE (DOJ) FOR THE PROYECTO PALABRA, "WORD OF HONOR" PROJECT**

SUMMARY

The Mayor's Office of Gang Reduction and Youth Development (Mayor's GRYD Office) is requesting authority to retroactively accept the 2012 Community-Based Violence Prevention Demonstration Program (CVPDP) Grant Award in the amount of \$1,500,000 from the U.S. Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP), for the implementation of the *Proyecto Palabra*, "Word of Honor" Project in the Rampart Gang Reduction and Youth Development (GRYD) Zone. The performance period is for a three-year term effective October 1, 2012 through September 30, 2015. Although this grant program does not have a matching requirement, a \$900,000 prevention contract for the Rampart GRYD Zone was offered as a commitment to the effectiveness of the GRYD Strategy and Model of Practice (SMP) and to leverage the City's position for a competitive award. This resulted in the City receiving the maximum grant award amount of \$1.5 million. Additionally, due to the specialized expertise required for *Proyecto Palabra*, the Mayor's GRYD Office is requesting approval of two sole source contracts with Public Health Foundation Enterprises, Inc./Aztecs Rising (PHFE/Aztecs Rising) and The Advancement Project.

The City's GRYD SMP utilizes a comprehensive, collaborative and community-wide approach to reducing gang violence through the provision of essential prevention, intervention, re-entry and suppression services. Based on Part 1 crime statistics and other demographic factors, the SMP focuses attention on providing services to the City's 12 highest need areas or GRYD Zones and eight additional secondary service areas outside the GRYD Zones. CVPDP funds will be utilized to implement *Proyecto Palabra* activities, with the City's primary goal to reduce violence by 15 percent in the Rampart GRYD Zone. This will be accomplished through the formation of a trained intervention team focused on the El Salvadoran/Mexican relational

networks, local and transnational, established by two of the most active gangs impacting the Rampart GRYD Zone. Additionally, the Mayor's GRYD Office and *Proyecto Palabra* staff will provide technical assistance on best practice protocols and training sessions for local stakeholders to build regional capacity for community-based gang intervention strategies. Time constraints on project deliverables prompted the Mayor's GRYD Office to seek sole source approval from the grantor to draw upon contractors with the expertise to execute the specialized services and activities required for this grant. The Mayor's GRYD Office consulted with the City Attorney on sole source justification relative to the proposed contractors, PHFE/Aztecs Rising and The Advancement Project.

Grant Budget Revision

Subsequent to the award notification, the Mayor's GRYD Office sought grantor approval to revise the original grant budget, modify the scope of services, and approve two sole source contracts relative to the 2012 CVPDP – Rampart GRYD Zone Grant. These sole source requests were approved by the OJJDP on January 24, 2013 and February 11, 2013. The Mayor's Office is requesting authority to expend the grant award in accordance with the revised budget and is summarized in the chart below.

The grant provides for the following personnel, contractual services and indirect costs:

2012 Community-Based Violence Prevention Demonstration Program Grant		
<i>Category</i>	<i>Original Amount</i>	<i>Revised Amount</i>
Personnel – Mayor's GRYD Office	\$ 211,202	\$ 211,202
Fringe Benefits – Mayor's GRYD Office	46,909	74,617
Travel	4,290	4,290
Contractual Svcs – PFHE/Aztecs Rising, Advancement Project	1,219,280	1,187,960
Supplies	7,340	8,280
Other - Peacekeeping Activities, Minor Equipment	10,979	13,651
Total:	\$ 1,500,000	\$ 1,500,000

The majority of the grant funds (\$1,187,960) will be utilized for two sole source contracts as follows: 1) PHFE/Aztecs Rising for the provision of intervention services and extensive transnational experience with the Mexican and Salvadoran communities and 2) The Advancement Project for peacekeeping services, advanced intervention training and assessment of methods and scope of business extortion activities in the Rampart GRYD Zone. The remainder of the grant supports travel (\$4,290), supplies (\$8,280), other expenses (\$13,651) and salaries and fringe benefits (\$211,202 + \$74,617 = \$285,819). The Mayor's GRYD Office salary costs for the three-year period is as follows: one GRYD Regional Manager (\$192,930 – 100%) and one accountant (\$18,272 - 10%). A total of \$74,617 in fringe benefit costs for these positions was calculated using Cost Allocation Plan (CAP) 33 rates. The balance of the accountant salary and fringe benefit costs not paid by the CVPDP grant over the three year period is approximately \$222,549. Of this amount, the first year amount of \$74,183 is included in the 2012-13 Mayor's Adopted Budget. Please note that related costs will increase once CAP 34 rates are approved.

There is no additional impact to the General Fund. This Office recommends acceptance of the 2012 Community-Based Violence Prevention Demonstration Grant and approval of related actions to implement the *Proyecto Palabra*, Word of Honor Project. The Sole Source Approval Grant Adjustment Notice – The Advancement Project (Attachment 1) and Fourth Amendment – The Advancement Project (Attachment 2) are provided as attachments to this Report.

RECOMMENDATIONS

That the City Council:

1. Authorize the Mayor, or designee, to retroactively accept the 2012 Community-Based Violence prevention Demonstration Program Grant for the *Proyecto Palabra*, "Word of Honor" Project in the Rampart Gang Reduction and Youth Development (GRYD) Zone in the amount of \$1,500,000 and execute the Grant Award #2012-PB-FX-K003 from the U.S. Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP), for a performance period of three years, effective October 1, 2012 through September 30, 2015 and submit any other necessary agreement and documents relative to the grant award, subject to the review and approval of the City Attorney as to form;
2. Find that the sole source contract with the Public Health Foundation Enterprises, Inc./Aztecs Rising (PHFE/Aztecs Rising) is justified for the following reasons:
 - a) PHFE/Aztecs Rising is located in the Rampart GRYD Zone and PHFE has over 40 years of fiscal management experience with non-profit organizations;
 - b) PHFE/Aztecs Rising has unique experience in performance of these services, working with this target population and the Mexican/Salvadoran communities; and
 - c) PHFE/Aztecs Rising can implement these services in a quick and timely manner.
3. Authorize the Mayor, or designee, to negotiate and execute a sole source contract with the PHFE/Aztecs Rising for the implementation of intervention services for the *Proyecto Palabra*, "Word of Honor" Project, for an amount not to exceed \$1,137,960, for a performance period of thirty-three (33) months retroactively effective from January 1, 2013 through September 30, 2015, in substantial conformance with the Intervention Scope of Work attached to the Mayor's Transmittal, subject to the availability of funds, City contracting requirements and the review and approval of the City Attorney as to form and legality;
4. Find that the sole source contract with The Advancement Project is justified for the following reasons:
 - a) The Advancement Project is the founding development agency for the Los Angeles Violence Intervention Training Academy (LAVITA);
 - b) The Advancement Project has unique experience in performance of these services and in working with this target population and assisting communities nationwide; and
 - c) The Advancement Project can implement these services in a quick and timely manner.

5. Authorize the Mayor, or designee, to negotiate and execute a Fourth Amendment with The Advancement Project (C#116646), to increase the contract amount by \$50,000 for a revised total compensation not to exceed \$250,000, for the provision of peacekeeping services, advanced Los Angeles Violence Intervention Training Academy (LAVITA) training and an assessment of extortion practices relative to the *Proyecto Palabra*, "Word of Honor" Project, for a performance period of eighteen (18) months retroactively effective from January 1, 2013 through June 30, 2014, in substantial conformance with the Fourth Amendment attached to this Report; subject to the availability of funds, compliance with City contracting requirements and approval of the City Attorney as to form and legality;
6. Authorize the Controller to:
- a) Establish a new fund entitled 2012 Community-Based Violence Prevention Demonstration Program (2012 CVPDP) – *Proyecto Palabra* Grant Fund No. XXX (#2012-PB-FX-K003), establish a receivable in the new Fund in the amount of \$1,500,000, disburse the grant funds upon presentation of documentation or proper demand from the Mayor's Office, and create new appropriation accounts within the new Fund XXX, Department 46 as follows:

Appropriation Account	Account Name	Amount
46J146	Salaries – Mayor's GRYD Office	\$ 70,400
46J246	Mayor's Reserve	140,802
46J299	Fringe Benefits – GRYD	74,617
46J213	Travel	4,290
46J304	Contractual Services	1,187,960
46J601	Supplies	8,280
46J602	Other-Events, Peacekeeping, Equipment	13,651
Total:		\$1,500,000

- b) Upon submission of proper documentation, transfer up to \$95,272 from the 2012 CVPDP – *Proyecto Palabra* Grant Fund No. XXX, Department 46 as follows:

	Fund	Fund Title	Account	Account Title	Amount
From	XXX	CVPDP Proyecto Palabra	J146	Salaries-Mayor	\$70,400
To	100/46	General Fund	001020	Salaries Grant Reimbursed	\$70,400

	Fund	Fund Title	Account	Account Title	Amount
From	XXX	CVPDP Proyecto Palabra	J299	Fringe Benefits	\$24,872
To	100/46	General Fund	4681	Related Cost Reimbursed	\$24,872

7. Authorize the Mayor, or designee, to prepare Controller instructions and/or make technical adjustments that may be required to implement the actions approved by the Mayor and Council on these matters, subject to the approval of the City Administrative Officer, and authorize the Controller to implement these instructions.

FISCAL IMPACT STATEMENT

Acceptance of the 2012 Community-Based Violence Prevention Demonstration Program Grant in the amount of \$1,500,000 and approval of grant-related actions will result in the implementation of *Proyecto Palabra*, "Word of Honor" Project and the provision of essential Rampart Gang Reduction and Youth Development (GRYD) Zone intervention services and peacekeeping activities to reduce gang violence. The three-year grant provides funding for program implementation through personnel, contractual services, travel, supplies and other costs; financing the majority of grant-related activities with the exception of approximately \$222,549 for Mayor's GRYP Office salaries and fringe benefits not financed by the grant. A portion of this amount, \$74,183, is included in the 2012-13 Mayor's Adopted Budget so no additional appropriation is necessary at this time. The remaining balance of \$148,366 would need to be addressed in subsequent Mayor's Office budgets. Accepting the grants and approving the recommendations would be in compliance with the City's Financial Policies in that General Fund revenues plus grant revenues are available to support the cost of this program.

FINDINGS

1. Background

In September 2012 the City received notification of the 2012 Community-Based Violence Prevention Demonstration Program (CVPDP) Grant Award in the amount of \$1.5 million through the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention to support the implementation of *Proyecto Palabra*, "Word of Honor" Project in the Rampart Gang Reduction and Youth Development (GRYD) Zone. Subsequently, the Mayor's GRYPD Office found it necessary to request grantor approval on modifications to the original budget, scope of work and sole source procurement. The City received approval for these revisions in January and February 2013. The Mayor's GRYPD Office is requesting approval to retroactively accept the 2012 CVPDP award and authorize expenditure of the funds in accordance with the revised grant budget and scope of work.


The original application proposed the Los Angeles Conservation Corps (LACC) sole source contractor for the implementation of *Proyecto Palabra*. However, subsequent to proposal submission, the Mayor's GRYPD Office conducted further discussion and analysis and concluded that Public Health Foundation Enterprises, Inc./ Aztecs Rising (PHFE/Aztecs Rising) was uniquely qualified to deliver the activities and services required within the designated timeframe.

2. Sole Source Contracts

The Mayor's GRYPD Office requests authority to negotiate and execute sole source agreements with contractors to enhance GRYPD implementation activities.

- A. Public Health Foundation Enterprises, Inc./Aztecs Rising (PHFE/Aztecs Rising) - \$1,137,960
Approval of this report will authorize the Mayor's GRYPD Office to negotiate and execute a sole source agreement with PHFE/Aztecs Rising, in an amount not to exceed \$1,137,960, for a performance period of thirty-three (33) months retroactively effective from January 1, 2013 through September 30, 2015, to provide gang intervention services relative to the GRYPD service delivery model in the Rampart GRYPD Zone. PHFE/Aztecs Rising is a community-based organization located within the Rampart GRYPD Zone with extensive, specialized experience in engaging with at-risk or gang youth, negotiating ceasefire agreements and working with the Mexican and Salvadoran communities. Furthermore, PHFE has over 40 years of fiscal management experience with the non-profit community. The City received grantor approval for sole source procurement on the basis of meeting the following requirements: contractor expertise, knowledge of the program, time constraints and uniqueness. The City Attorney concurs with the determination for sole source procurement.
- B. The Advancement Project - \$50,000
Approval of this report will authorize the Mayor's GRYPD Office to negotiate and execute an amendment to an agreement with The Advancement Project, in an amount not to exceed \$50,000, for a performance period of eighteen (18) months, retroactively effective from

January 1, 2013 through June 30, 2014, for the provision of peacekeeping activities, advanced Los Angeles Violence Training Academy (LAVITA) training and an assessment of extortion practices in Rampart. The City received grantor approval for sole source procurement on the basis of meeting the following requirements: contractor expertise, knowledge of the program, time constraints and uniqueness. The Mayor's Office, in consultation with the City Attorney, determined that a sole source contract with The Advancement Project is justified due to the expertise, time constraints and necessity to provide consistent intervention training practices. The City Attorney also advised the Mayor's Office to execute an amendment to the existing contract with The Advancement Project.



Camilla Fong
Senior Project Coordinator

APPROVED:



Patricia J. Huber
Assistant City Administrative Officer

MAS:ACA:CLF:02130084c

Attachments



Sole Source Approval GAN



[All Active](#)

[Change Requested](#)

[Approved](#)

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	City of Los Angeles	Project Period:	10/01/2012 - 09/30/2015
Grantee Address:	200 N. SPRING ST SW MEZZANINE RM M175 LOS ANGELES, 90012	Program Office:	OJJDP
Grantee DUNS Number:	06-992-8349	Grant Manager:	Stephanie Rapp
Grantee EIN:	95-6000735	Application Number(s):	2012-50652-CA-PB
Vendor #:	956000735	Award Number:	2012-PB-FX-K003
Project Title:	Proyecto Palabra - "Word of Honor" Project	Award Amount:	\$1,500,000.00
GAN Number:	004	Date:	02/11/2013

Sole Source Approval

Organization to be sole source to	
*Organization Name	The Advancement Project
*Prefix	Director
Prefix (Other)	
*First Name	Constance
Middle Initial	L
*Last Name	Rice
Suffix	
Suffix (Other)	
*Address Line 1	1910 W. Sunset Blvd. Suite 500
Address Line 2	
*City	Los Angeles
*State	California
*Zip	90026 -
*Phone	(213) 989-1300 Ext
*Amount of Sole Source (may not exceed total project cost amount: \$1,500,000)	\$50,000

*Required Justification for Sole Source Approval

Dear Steffie,
The attached letter provides the detailed justification compliant with the DOJ manual. The Advancement Project specializes in Urban

OCFMD Justification for Sole Source Approval

Regarding your memo dated 02/04/2013, based on your analysis in the amount of \$50,000 from the original award amount of \$1,500,000 has been approved. The request for sole source procurement for City of Los Angeles to enter into sole source contract with The Advancement Project, has been approved. Justification for non-competitive procurement has been provided in the attached documentation and covers the following requirements: 1. Expertise of the contractor; 2. Responsiveness; 3. Knowledge of the program; 4. Time Constraints; and 5. Uniqueness.

Attachments:

Filename:	User:	Timestamp:	Action:
GANadvancement2012-PB-FX-K003.pdf	GCespedes	02/01/2013 7:03 PM	Delete Attachment

Actions:

Close				
Printer Friendly Version				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	OCFMD - Financial Analyst	robinsnd	02/11/2013 3:24 PM	View Note
Submitted	PO - Grant Manager	GCespedes	02/01/2013 7:05 PM	View Note
Draft	EXTERNAL - External User	GCespedes	02/01/2013 7:03 PM	View Note
Draft	EXTERNAL - External User	GCespedes	02/01/2013 7:02 PM	View Note

CITY OF LOS ANGELES
FOURTH AMENDMENT

Agreement No.: 116646
Amendment No.: 4
Project Title: Los Angeles Violence Intervention Training Academy
Contractor: The Advancement Project
Doing Business As: N/A
Type of Organization: Non-Profit
Corporate Number:

DRAFT

FOURTH AMENDMENT
TO AGREEMENT NUMBER C116646 OF CITY OF LOS ANGELES CONTRACTS
BETWEEN THE CITY OF LOS ANGELES
AND
THE ADVANCEMENT PROJECT
RELATED TO THE LOS ANGELES VIOLENCE INTERVENTION TRAINING
ACADEMY (LAVITA)

THIS FOURTH AMENDMENT to Agreement Number C116646 of City of Los Angeles contracts is made and entered into by and between the City of Los Angeles, hereinafter referred to as the City and The Advancement Project, a California nonprofit corporation, hereinafter referred to as the Contractor.

RECITALS

WHEREAS, the City and Contractor have entered into Agreement Number C116646 with an effective date of January 1, 2010, wherein Contractor agreed to provide to the City certain gang intervention training services, said Agreement having a term of January 1, 2010 through December 31, 2012 (the "Agreement"); and

WHEREAS, §705 of the Agreement provides for amendments to the Agreement; and

WHEREAS, in authorizing the negotiation and execution of a Third Amendment with the Advancement Project (Contract No. 116646-3) for an amount not to exceed \$200,000.00, the City Council approved the option to renew the term of the Agreement for one additional 12-month term effective January 1, 2013 through December 31, 2013 (C.F. # 12-1846, dated January 8, 2013); and

WHEREAS, the City Council has authorized the Mayor's Office of Gang Reduction and Youth Development to be responsible for administering and monitoring the City's gang prevention and intervention programs; and

WHEREAS, the City and Contractor are desirous of amending the Agreement as authorized by the City Council and the Mayor which authorized negotiation and execution of an amendment to the Agreement for the purpose of:

- a) Adding additional funds in the amount of fifty thousand dollars (\$50,000.00), thereby increasing the total contract amount to two hundred and fifty thousand dollars (\$250,000);

- b) Adding an additional six (6) months to the existing term of the Agreement for a new ending date of June 30, 2014;
- c) Updating the "Services to be Provided by the Contractor" for the extension period;
- d) Updating the "Payment" section for the twelve (12) month extension period;
- e) Updating the "Return of Unexpended Funds and Closeouts" section for activities to be completed by Contractor during this extension period.

WHEREAS, this Fourth Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and the Contractor agree that the Agreement be amended effective (*date*) as follows:

AMENDMENT

- §1. Section 201, Time of Performance shall be amended to read: The term of this Agreement shall be from January 1, 2010 to June 30, 2014.
- §2. Section 202, Services to be Provided by the Contractor, shall be amended to read:

§202. Scope of Services to be Provided by the Contractor:

I. PROJECT STRUCTURE

The City's Los Angeles Violence Intervention Training Academy (LAVITA) shall be a part of the Advancement Project (AP) Urban Peace program, which includes other training components, policy and research development, and technical assistance delivery based on comprehensive violence reduction efforts. As with all programs at the AP, Urban Peace, and by extension, LAVITA, is subject to the oversight of the AP Co-Directors and Board of Directors. Operationally, LAVITA shall include the following entities:

A. Executive Advisory Committee

The Executive Advisory Committee (EAC) consists of members from the Mayor's GRYD Office (GRYD Office will select representative), Los Angeles Police Department (LAPD will select representative), the City's Ad Hoc Committee on Gang Violence (Gang Ad Hoc) or Housing Community and Economic Development Committee (HCED) (Gang Ad Hoc or HCED will select representative), a gang practitioner (AP will select representative), Connie Rice, Advancement Project, USC Sol Price School of Public Policy (USC Price School will select representative) and the Violence Prevention Coalition (VPC will select representative). Possible other members include County Human Relations Commission, Girls & Gangs, and LASD. The role of the group is to provide guidance and advice in the overall development of the

Academy and to facilitate private-public partnerships. Membership is by invitation only, is non-compensated and was established during contract-year one. Future invitations to participate will be issued by the EAC based on consensus. The EAC will meet twice in a 12 month period. Meetings will take place in May and October, 2013.

B. Management Team

AP Management Team consists of AP staff, and three consultants. The role of this team is to provide both strategic oversight and day to day management of all facets of the Academy including convening of the Professional Standards Committee (PSC), Advisory Council (AC), Curriculum Subcommittees, and Executive Advisory Committee (EAC), and is responsible for fiscal management and fund development. The Operational Management Team consists of two AP staff and one consultant to adequately manage the classroom, provide student support and at times guidance counseling.

- **Connie Rice, Co-Director of Advancement Project**, shall provide strategic oversight and manage public-private partnerships. Ms. Rice is a renowned civil rights attorney with a 20 year track record as an advocate for social justice. She was the principal investigator for the Rampart Reconsidered report, embraced by Los Angeles Police Department, Chief William Bratton as a cornerstone of LAPD's transformation, and for the 2007 AP report, "A Call to Action", widely referenced by on-going initiatives to reduce gang violence locally and nationally.
- **Susan Lee, National Director of Urban Peace**, shall provide overall program oversight including staff supervision, consultant and fiscal management and fund development. Ms. Lee will also provide curriculum development in areas of applied theory and broader policy issues as necessary. An attorney with over 20 years of experience in non-profit management, she is the co-author of "A Call to Action", and various needs assessments conducted for the City and County.
- **Fernando Rejon, Academy Manager**, shall serve as the program manager and oversee operation of all Academy sessions, including participation in all Advisory Council, PSC and EAC meetings. Mr. Rejon has more than 12 years of experience in implementing community-based programs. In his current position, he manages the Urban Peace Academy including operation of LAVITA, and training throughout California and selected cities throughout the country.
- **Antonio Crisostomo-Romo, Coalition Organizer**, shall be primarily responsible for the Advisory Council and curriculum sub-committees. He will also provide operational and policy support to the program manager

ensuring smooth operation of sessions, maintaining accurate records and documentation, and providing administrative support to the PSC and EAC.

- **Mike Areyan, Program Associate**, shall support curriculum development, classroom management and facilitate communication and engagement with gang intervention agencies.
- **Andre Christian, Consultant to AP**, shall support the operations of LAVITA through classroom management and training coordination.
- **Ron Noblet, Consultant to AP**, shall support the development of the Advisory Council and curriculum sub-committees, including advisement to the Professional Standards Committee.
- **Melvyn Hayward, Consultant to AP**, shall support the development of the Advisory Council and curriculum sub-committees.

In order to best coordinate and collaborate with GRYD, the Management Team will seek out monthly meetings with key GRYD leadership to discuss curriculum, outreach to GRYD contracted agencies, instructor development and course development.

C. Professional Standards Committee

The Professional Standards Committee (PSC) consists of gang intervention experts with widely accepted credibility and street-level expertise. AP will convene the PSC but will not have a standing vote. The group is responsible for screening all applicants to the Academy, enforcing the code of conduct, administering the oral exam for certification, providing support to the Advisory Council, and ensuring the development of best practices based on the evolution of the field locally and nationally. Criteria for selection includes:

- Minimum of five (5) prong one gang intervention services as detailed in the Community-Based Gang Intervention Two-Prong Approach.
- Minimum of five years of continuous street level gang intervention experience.
- Must have previous gang intervention training with certification from a reputable program for at least five years.
- Commitment to serve on the PSC for a minimum of two years.

The first two groups of members were selected by AP based on their years of experience as gang intervention practitioners, their credibility among current gang intervention practitioners, and their particular expertise vis-a-vis a specific area of intervention work or a geographic region. Additional members will be recruited to the PSC in order to create a rotating pool with a

minimum of seven members serving at all times. Recruitment of new members will be initiated only after consensus has been reached among the PSC. A new member will only be accepted after an oral interview with the majority of the PSC members. Membership is not transferable (e.g., to a co-worker). The PSC members will receive a stipend of \$1200 and members with more than one year of experience will receive a stipend of \$2000 per year.

D. Advisory Council

In 2012, the Urban Peace Academy (UPA) restructured the Academy, replacing the Curriculum Development Workgroup with the Advisory Council composed of intervention practitioners, majority of who are LAVITA graduates. The goal of the Advisory Council is to deepen the Academy's training capacity by developing new instructors and leadership among the field of gang intervention. First year members of the Advisory Council receive a stipend of \$1200 per year and members with more than one year of participation will receive a stipend of \$1,500.

Advisory Council members serve on the curriculum sub-committees which also include subject-matter experts who are practitioners and/or academics. The sub-committees focus on developing research-integrated curriculum and new training methodologies to increase the effectiveness of the Academy to complement various learning styles. Scenario-based training, such as role play and the use of multi-media, will be incorporated into the entry-level training. In the near future, the UPA anticipates the creation of an Academic Standards Committee consisting of professionals, academics, intervention and prevention practitioners, university and community college partners, and GRYD representatives to review curriculum. The list includes the following professional and academic partners:

- Regina Nordahl, J.D., M.B.A., S.P.H.R.
- Cherry short, M.Sc.
- Dawn Osborne
- Leona Smith, L.C.S.W.
- Eric Gibson
- Val Reyes, L.C.S.W., B.C.D.
- Michael Mata, Ph.D.
- Fabian Montes
- Pascual Torres
- Victor Narro
- Al Valdez, Ph. D.
- Tony Massengale
- Luis Rodriguez
- Chris Newman, J.D.
- Robert Hernandez, M.S.W.
- Leah Aldridge, M.F.A.
- Tom Ward, Ph. D.
- Orland Bishop
- Billie Weiss, M.P.H.
- Dr. Brian Johnston, M.D.
- Dr. Leah Patterson, M.D.
- Dr. Tchaka Sheperd, M.D.
- Dr. Michael Jimenez, M.D.
- Howard Uller, M.A., M.S.W.
- Desmonette Hazly, Ph. D.

E. Partnerships

AP brings a broad array of partners to the project. AP has a strong partnership both with LAPD and the Los Angeles Sheriff's Department (LASD). In addition to jointly developing the 8-hour training curriculum for law enforcement that introduces intervention to supervisory officers, both agencies were also partners in the Community Parks Peace Project, dubbed C3P which was sponsored by Los Angeles County Supervisor Mark Ridley-Thomas and implemented by AP. As advisors to the proposed Academy, law enforcement will provide valuable input on the work of gang intervention as it relates specifically to crisis response and protocol for interaction with law enforcement.

One of AP's academic partners is the University of Southern California Sol Price School of Public Policy (USC Price School). USC Price School will provide certificates of completion and has committed to co-developing courses and helping to strengthen teaching skills of intervention instructors.

Additionally, this project includes individual partners and collaborators who are instructors and/or members of the PSC, EAC, Advisory Council, and curriculum sub-committees. AP will also outreach to GRYD intervention contractors to partner with LAVITA to provide instruction services. The participation of this diverse group of practitioners and multi-disciplinary experts ensures the Academy's ability to adequately address specific needs in different ethnic, cultural, and geographic regions of Los Angeles. The Academy will also be enriched by AP's continuing and active role in the Los Angeles County Regional Gang Violence Reduction Initiative, led by Chief Executive Officer, Bill Fujioka, which includes all Los Angeles County departments. Through this work, AP is assisting the County in its exploration of the role of gang intervention in County areas and hopes to advocate for a regional training platform.

F. Staffing and Instructor Recruitment

The Program Manager is the primary lead on the project, supported by two full-time staff members, two executive-level staff and three consultants who bring high levels of management capacity. The project staff can also rely on three additional policy analysts and one administrative coordinator within the AP Urban Peace team should there be a need due to a special event or an absence.

AP's ability to recruit quality instructors will rely on the diverse and broad partnerships with GRYD, gang intervention agencies, law enforcement, academic institutions and community based organizations (see Partnership section). Instructors will also receive support from AP in tailoring their presentation to meet the unique needs of the gang intervention practitioner

community. AP will closely collaborate with GRYD to receive input on potential instructors as well as to assign the most appropriate and best available instructor for each class.

G. Evaluation

AP will coordinate with external evaluators to assess LAVITA students at the beginning (within two weeks of the semester commencing) and the end (at least two weeks prior to the end of the semester) to administer a satisfaction/competency survey. In competency assessment, AP and the outside evaluators will coordinate the development of the tool to avoid duplication. Competency questions will be directly related to the five core competencies addressed in the curriculum as well as the GRYD Intervention Model components (i.e., crisis intervention and case management) - both knowledge of the model components and roles and responsibilities of GRYD Intervention Workers within those components. Additionally, evaluators will conduct the post-session focus groups.

II. WORKPLAN

A. Activities and Services

One session of Entry-Level Training will be offered in the Spring of 2013. The Entry-Level Training is designed for workers with limited experience and training. In addition, LAVITA will also provide a training session for intervention workers engaged in the GRYD Watts Regional Strategy and an extended Summer Night Lights Training. Finally, two Continuing Education courses will be offered for previously LAVITA certified workers.

Beginning in 2013, LAVITA certification must be followed-up each year by attending 48 hours of continuing education. LAVITA certifications received will be valid for three years and can be revalidated upon documentation that the worker has successfully completed 48 hours of continuing education courses each year, thereby allowing for continued employment under a GRYD Contract. Certification may be revoked if the worker fails to fulfill the continuing education requirements, violate Standards of Conduct and Practice, or for other serious unprofessional conduct.

B. Enrollment Interview for Entry-Level Training

GRYD will provide a list of individuals required to attend (per city contract requirements) at least two weeks prior to the beginning of the class. All potential students referred by GRYD will be asked to fill out an application form and participate in an oral interview with the Professional Standards Committee. In the event that an individual is not accepted into the class, AP must notify GRYD in writing within ten (10) calendar days of the decision and

include the following information: (1) name of individual and organization they are currently employed with (2) date of application (3) reason the individual was not accepted into the class.

In the event that an individual is enrolled and stops attending the class, AP must notify GRYD in writing within ten (10) calendar days of the exit from the class. The notification will include the name of the individual, the organization they are currently employed with, days attended, date of exit from the class, and the cause for exiting the class.

C. Entry Level Training

AP will provide one session of the Entry-Level Training course, during the 12 month period of the contract. The session is scheduled to begin in February and end in May 2013. Classes will meet twice per week, Tuesday and Thursday (pending site availability), for six (6) hours per day for a total of 12 hours per week over 12 weeks.

The session will consist of 144 hours of instruction in total. Final exit interviews and written exams will be conducted for each participant after the completion of the course. Total instruction hours break down as follows (see attached Curriculum Matrix for more detail and assigned instructors):

- **Orientation – 6 hours**

Objective: To provide overview of the entire course and expectations regarding standards of conduct, review course requirements and expectations, and develop group agreements. Conduct group activity to familiarize students with each other, instructors and administrators.

- **Personal Development – 42 hours**

Objective: To enhance understanding of professionalism and code of conduct among entry level gang intervention workers as well as to create opportunities for personal insight that will foster self-reflection and growth. Covers: intervention workers' roles and responsibilities, professionalism, personal history, Post Traumatic Stress Disorder, healing/reflection and spirituality, and life skills.

- **Applied Theory/Broader Policy Initiatives – 36 hours**

Objective: To enhance understanding of the theory that supports the pro-active peace-building and collaboration-oriented practice of gang intervention as well as the challenges to the work resulting from community dynamics. Covers: violence reduction strategies, the immigrant experience, LGBTQ Services, Women in Gangs, victim Services, Ethnic Dynamics, Intervention Service-Delivery, and Relationship-Based Gang Intervention.

- ***Direct Practice/Concrete Tasks – 60 hours***

Objective: To teach basic skills and knowledge necessary for entry level gang intervention workers with specific do's and don'ts in the street as well as in working with community-based and government partners. Concrete tasks enhance the understanding of Fiscal matters including: the Request for Proposals (RFP) Process, the development and execution of contracts, the development and approval of budgets, the submission and reimbursement of expenditures, the budget modification and closeout processes as well as the importance of documentation and record-keeping and the need for developing administrative capacity.

This component also covers topics of mediation/conflict resolution, building a peace infrastructure, technology and social media, school-based intervention, hospital intervention, interaction with law enforcement, legal liability, GRYD documentation requirements, summer safety strategies, standards of conduct and practice, and reflection.

The curriculum is designed to maximize learning by ensuring that each class builds upon the lessons learned in previous classes. For example, all of the Personal Development classes are at the beginning of the course to engage students in the process of mindset transformation and to set clear expectations about their conduct during the rest of the course. The standards of conduct introduced in these early weeks will be reinforced through consistent classroom management and enforcement of group rules.

Students will need to fulfill the following in order to successfully complete the course:

- Attendance record with no more than 3 excused or unexcused absences. Arrival 30 minutes after class start time shall be considered an unexcused absence.
- Classroom participation with consistent compliance with group agreements and standards of conduct. Consistent disruptive behavior and/or non-compliance with standards of conduct may lead to progressive disciplinary action that will include a verbal warning; a written warning with specific corrective actions to be completed within a specified time period; and finally expulsion, if satisfactory improvement is not made.
- Satisfactory increase in knowledge as evaluated through a pre and post written test

- Passing the final exit interview which shall be administered by the Professional Standards Committee.

In order to accurately capture classroom dynamics and student participation, the AP program manager, coalition organizer and consultants will rotate so that at least two staff members are always present in the classroom. This staffing shall allow for note taking on classroom participation in coordination with the instructor(s) of the day. In addition, staff and consultants shall assist with classroom management and address issues that may arise.

Upon successful completion of all requirements, students shall receive certification of completion. The certificate will be valid for three (3) years and can be revalidated with proper documentation for completing the required 48 hours of continuing education per year.

D. Continuing Education

AP will coordinate two continuing education modules in 2013. While these courses are open to all LAVITA certified workers to fulfill their continuing education requirements, graduates from 2010 sessions will be prioritized in 2013. Pending scheduling priorities with other LAVITA components, we expect to offer the continuing education course in Fall (e.g. September-October). Each course will offer advanced training in topics as well as refresher classes in key personal development and direct practice topics. Each course lasts 48 hours within a 4-week period, consisting of approximately two 6-hour classes per week. Topics covered during the 48 hour training will include but not be limited to:

- Refresher on Personal Development and Direct Practice
- Summer Violence Reduction Strategies
- Gender Specific Programming
- Comprehensive Violence Reduction Strategies
- Multi-Sector Collaboration
- Genograms and Family Systems
- Social Media and Gangs
- Incarceration Dynamics
- Changing Dynamics in Intervention

E. SNL 2013 Community Intervention Worker Training

The Urban Peace Academy will offer extended Summer Night Lights (SNL) Community Intervention Worker (CIW) training in 2013 in collaboration with the GRYD Office. This specialized training will be offered to currently funded GRYD Contractors, and seasonal CIW's who are hired to provide community intervention services at SNL sites.

The SNL Community Intervention Worker training will be reflective of the GRYD Strategy, and will embrace the underlying philosophy of the SNL program and its four major components. The training will address effective pre-SNL community engagement (i.e., proactive peace building, outreach – establishing and maintaining dialogue and agreements), community and law enforcement engagement, violence reduction programming, and a community transition plan post SNL.

Urban Peace Academy staff will meet with GRYD in March 2013 to debrief on previous year's SNL CIW training, confirm training logistics for 2013, and review and update training topics based on observations and results from the previous year.

Training Specifics

SNL CIW training will take place in May and June 2013 and will involve three groups of CIW's. In order to accommodate training, SNL related CIW's will be identified by April 2013. The Groups will be comprised as follows:

- Group 1: SNL Lead CIW's (Previous SNL experience required)
- Group 2: SNL CIW's (GRYD Contractors)
- Group 3: SNL CIW's (Seasonal hires that are not GRYD Contractors)

SNL Lead CIW's will receive 16 hours of training focusing on their role as a Lead CIW, which includes but is not limited to leadership and professionalism, law enforcement and community engagement, and violence reduction programming. Lead CIW's will also attend an additional 16 hours of training in which they will accompany the team of assigned SNL CIW's they will be working with.

SNL CIW's (GRYD Contractors) will receive a minimum of 16 hours of training. *Training topics listed below.*

SNL CIW's (Seasonal) will receive an introductory 8 hour training session which will include professional development, work readiness, an overview of gang intervention, overview of the GRYD office, and SNL components. In addition, Seasonal CIW's will also attend a minimum of 16 hours of training with currently contracted GRYD CIW's. *Training Topics listed below.*

The Urban Peace Academy shall provide 56 hours of training curriculum divided into 7 days:

- 2 - 8 hour sessions of training for designated Lead CIW's

- 1 - 8 hour introductory sessions designated for non GRYD contracted CIW's (Seasonal)
- 4 - 8 hour sessions of training designated for CIW's (both contracted and seasonal). This will be divided into 2 groups – each group will attend a two-day session.)

Training shall include but is not limited to:

- Overview of GRYD Strategy
- Overview of SNL Program Components
- Intervention Standards of Ethics and Conduct
- SNL Scenarios
- Leadership Roles and Responsibilities
- Professionalism
- Effective Communication Skills
- Females and Violence Reduction
- Youth and Violence Reduction
- Site Management and Programming for Gang Involved Youth and Adults
- Law Enforcement Engagement
- Pre and Post SNL Community Engagement
- Transitioning the Community Post SNL
- Proactive Peace Building
- Mediation and Conflict Resolution
- Incidence Response

2013 SNL Intervention Training Snap Shot

Training Type	Total Hours	Location
Lead CIW	16.0 + Attendance of 2 CIW Training Sessions	TBD
Seasonal CIW Introductory Training Session	8.0 + Attendance of 2 CIW Training Sessions	TBD
CIW Training (Contracted, Lead, and Seasonal) – Session A (1of2)	8.0	TBD
CIW Training (Contracted, Lead, and Seasonal – Session A (2of 2)	8.0	TBD
CIW Training (Contracted, Lead, and Seasonal – Session B (1of2)	8.0	TBD
CIW Training (Contracted, Lead, and Seasonal – Session B (2of2)	8.0	TBD
Total	56 hours - instruction	TBD

F. Watts Regional Strategy Community Intervention Worker Training

The Watts Regional Strategy is a comprehensive approach designed to enhance the quality of life of the residents of Watts. It is a holistic response to gang violence and crime and provides a range of intervention services, safety for students and parents in and around schools, group support for youth and their families, and the promotion of positive peacekeeping through organized activity.

A cadre of Community Intervention Workers comprise the core of this response. They collaborate with law enforcement, community-based organizations and other professionals such as social workers, therapists and community-based organizations to provide a broad range of services including:

- Reducing gang-related violence
- Responding to gang-related incidents
- Decreasing the potential for retaliation
- Improving relationships between community members and law enforcement
- Assisting the community in safe passages and movement within and across neighborhoods, and,
- Other community-related safety programs.

The Watts Regional Strategy aligns with GRYD's Model of Practice to maintain CIW proficiency in the implementation of this model and to enhance their capacity in other critically related areas. The Urban Peace Academy has developed a training course designed for Community Intervention Workers engaged in the GRYD's Watts Regional Strategy.

1. Training Specifics

Watts Regional Strategy CIW training will take place in the Spring of 2013 and run through Fall 2013 as follows:

- Introduction to the GRYD Model of Practice Class (March - April, 2013)
- Core Competencies Related to the Implementation of Watts Regional Strategy (September, 2013)
- Continuing Education (October – November, 2013)

The Watts Regional Strategy CIW's will receive 40 - 60 hours of training during the introductory class covering topics that include: Understanding GRYD Fiscal Management Procedures, Maintaining Contract Compliance, Background Check Process, Critical Elements Involving Re-Entry, Case Management Referrals, Social Embeddedness, Supportive Services

Development, and Understanding Intimate Partner Violence.

In the Core Competencies Related to the Implementation of Watts Regional Strategy Class, CIW's will receive at least 20 hours of training focusing on the following:

- Community Coalition Building and Engagement
- Proactive Peace Keeping and Building (On-going Maintenance)
- Case Management Referrals
- Understanding Social Media
- Interaction with Law Enforcement
- Managing Grief and Loss
- Dealing with Domestic Violence
- Implementing Safe Passages
- Strengthening Personal and Life Skills
- Adopt a Professional Approach to Gang Intervention
- Enhancing Leadership and Management Skills

In the Continuing Education Classes Watts Regional Strategy CIW's will receive an additional twenty (20) hours (minimum) of training in topics dealing with Self Development, Positive Portfolio Development, Changing Demographics in Neighborhoods, Proactive Peace Engagement, Community Coalition Building, Community Intervention Worker Recruitment and Development.

G. Proyecto Palabra (Rampart Region)

Advancement Project in its proposed contractual role will provide research and analysis regarding the presence, absence, level, and method of extortion of small businesses in the Rampart Region levied by members of gangs. Healthy City offers a specialized program called the Community Research Lab, (CRL), which trains and provides tools for community organizations to lead their own research efforts. The CRL offers organizations the opportunity to experiment with multiple research and technology tools and apply new skills to their organizational strategy. The AP will design assessment tools through which Rampart Region community stakeholders and AP staff will assess levels of extortion in the Rampart Region. Healthy City works with organizations to develop targeted research strategies and customized web tools to help achieve their community's goals. Healthy City's multi-disciplinary team has created customized approaches to support governmental, foundation, and community-based research needs. The GRYD Office is acutely aware that these specific AP services are unique and unparalleled in design and community-based and they will be use to measure and analyze data and gang related activities linked to extortion among small and mid-sized businesses in the Rampart Region.

III. SCOPE OF SERVICES

A. Planning Activities (January – October 2013)

1. Develop Watts Regional Strategy, Continuing Education, Summer Night Lights, and Entry-Level Trainings in collaboration with GRYD.
2. Recruit, screen and enroll students in Entry-level course (February).
3. Convene Advisory Council, Professional Standards Committee, Executive Advisory Committee and/or other groups as directed by the GRYD Office.
4. Convene and/or participate in other groups relevant to the primary focus of the Los Angeles Violence Intervention Training Academy as requested by the GRYD Office.
5. Outreach to GRYD contracted agencies.
6. Secure and prepare Academy site.

B. Spring Entry-Level Training

1. Enroll Students
2. Conduct one 144 hour course between February and May, 2013. Classes to be offered twice a week, 6 hours a day for a total of 12 hours a week
3. Total instruction hours break down into Five Areas of Competency.
4. Administer pre and post test and exit interview
5. Provide certification for students successfully completing all course requirements
6. Administer Class Evaluation Survey
7. Coordinate with GRYD evaluators to conduct post-session focus groups

C. Summer Night Lights Training

1. Schedule meetings with SNL Director and team to discuss training specifics (March - April)
2. Receive list of SNL intervention trainees (April)
3. Conduct SNL intervention training based on identified topic areas for a minimum of 56 hours (May – June)

D. Watts Regional Strategy (WRS) Training

1. Schedule meetings with WRS Director and team to discuss training specifics (February)
2. Enroll WRS training participants (March) and conduct first component of WRS training focused on the GRYD model of practice (March - April)
3. Begin planning for fall component of WRS training and schedule (July - August)
4. Conduct two sessions of WRS training focused on core competencies and continuing education (September – November)

E. Proyecto Palabra Training (Rampart Region)

1. Schedule meetings with Rampart Regional Strategy Director and team to discuss training specifics (May)
2. Enroll Students
3. Conduct one 144 hour course beginning January 2013. Classes to be offered twice a week, 6 hours a day for a total of 12 hours a week
4. Total instruction hours break down into Five Areas of Competency
5. Administer pre and post test and exit interview
6. Provide certification for students successfully completing all course requirements
7. Administer Class Evaluation Survey
8. Coordinate with GRYD evaluators to conduct post-session focus groups

F. Evaluation

1. Schedule meeting with GRYD evaluators to discuss evaluation component and data needed (February – March)
2. Invite evaluators to administer pretest to training participants (February)
3. Evaluators to administer satisfaction/competency survey to training participants (May)
4. Evaluators to conduct post-session focus groups with training participants (May- June)

G. Continuing Education

1. Conduct two continuing education modules in Spring and Fall on topics including but not limited to: personal development, direct practice, summer violence reduction strategies, genograms and family systems, incarceration dynamics, and social media.

H. Committee Coordination

1. Conduct monthly meetings with GRYD leadership
2. Convene Executive Advisory Committee on a semi-annual basis
3. Convene Professional Standards Committee on a monthly basis and as needed
4. Convene Advisory Council on a bi-weekly basis and as needed

I. Reporting and Documentation

1. Maintain and regularly review individual record for each student that tracks their progress from the time of their application to the completion of the course. The records for each student will include: application, record of

pre-admittance oral interview, attendance records tracking excused and unexcused absences and tardies, records of in-classroom participation, any records of disciplinary actions taken including copies of written warnings issued and corresponding corrective action plan and any subsequent actions taken by the Professional Standards Committee, results of the final oral exam, and copy of certification, if successful

2. Submit a 6-month progress report and 12-month final report to the GRYD Office
3. Attend all City Council meetings as directed by the GRYD Office to provide updates on the coordination and implementation of LAVITA

§3 Section 301.A.1., Compensation and Method of Payment, shall be amended to read:

§301. A. The City shall pay to the Contractor an amount not to exceed two hundred thousand dollars (\$250,000.00) for the complete and satisfactory performance of the terms of this Agreement for the period January 1, 2013 through December 31, 2013. The following compensation is the total of the planned expenditures for the period(s) indicated, as set forth by the City approved Budget Summary and Expenditure Plan, with funding schedule as follows:

Funding Period	Funding Amount
1/1/2013 – 06/31/14	\$200,000.00 – General Fund <u>\$50,000 – Federal Grant No. 2012-PB-FX-K003</u> Total = \$250,000

Contractor's authority to expend such funds shall be for specific time periods as set forth in this Agreement. Contractor's right to receive compensation is conditioned upon compliance with the City's indemnification and insurance requirements and GRYD Fiscal Manual (attachment A), satisfactory performance, and compliance with this Agreement.

§4 Section 307, Return of Unexpended Funds and Closeouts, shall be amended to read:

Contractor shall complete the closeout procedures outlined in the GRYD Fiscal Manual and those listed below:

§307.1. Prepare and submit by August 15, 2014 (or 30 days from any early termination date of this Agreement) a complete and accurate final closeout and report in accordance with any close-out directions given to the Contractor by the City for the original term of this

agreement and any subsequent amendments; Contractor will pay the City for any disbursed funds not used.

§307.2. Contractor shall comply with any and all City Directives issued detailing additional closeout procedures.

§5 Except as herein amended, all terms and conditions of the Agreement, including all certifications and exhibits previously executed, shall remain in full force and effect in the time periods specified therein.

§6 This Amendment is executed in three (3) duplicate originals, each of which is deemed to be an original. This Amendment includes eighteen (18) pages that constitute the entire understanding and Agreement of the parties.

DRAFT

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM AND LEGALITY: Executed this ___ day of _____, 2013
CARMEN TRUTANICH, City Attorney

By _____
Deputy/Assistant City Attorney

For: The CITY OF LOS ANGELES

Date _____

ATTEST:

JUNE LAGMAY, City Clerk

By: _____
ANTONIO R. VILLARAIGOSA
Mayor

By _____
Deputy City Clerk

Executed this ___ day of _____, 2013

Date _____

For: A California nonprofit corporation

(Contractor's Corporate Seal)

By: _____
Print Name:
Title:

By: _____
Print Name:
Title:

City Business License Number: 0002107912-0001-1
Internal Revenue Service Number: 95-4835230
Council File/CAO File Number: 12-1846 and (*insert C.F.*) Date of approval: 1/8/13 and (*insert date*)
Said Agreement is Number C116646 of City Contracts, Amendment Number 4