

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: September 27, 2018

CAO File No. 0130-01869-0005

Council File No. 16-0377-S1

Council District: All

To: Trade, Travel, and Tourism Committee

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Motion (Blumenfield – Harris-Dawson)

Subject: **THE USE OF THE ECIVIS GRANTS MANAGEMENT SYSTEM AS THE CITY'S TRACKING TOOL FOR COMPETITIVE GRANTS AND ELECTRONIC GENERATION OF TRANSMITTALS FOR ACCEPTANCE OF GRANT FUNDS**

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### RECOMMENDATION

That the Council, subject to the approval of the Mayor, direct the City Administrative Officer (CAO) to work with all City departments to implement the Phase II eCivis Grants Management System Program.

### SUMMARY

Pursuant to a Motion (Blumenfield – Harris-Dawson) adopted by Council on February 13, 2018 (C.F. 16-0377-S1), departments were directed to use the eCivis Grants Management System as the City's official tracking tool for competitive grants. Four departments: City Attorney, Economic and Workforce Development (EWDD), Fire and Recreation and Parks (RAP) participated in a phased program to utilize eCivis for electronic generation of transmittals (Grant Award Notification and Acceptance Form) for the acceptance of grant funds. One of the goals of the initial Phase I program was to develop and implement a streamlined grant acceptance process to create greater consistency, transparency and effectiveness. Over the next few months, this Office (CAO) worked closely with eCivis and participating departments to establish an implementation timeline and associated tasks to accomplish this goal as outlined below:

#### Implementation Timeline

February – March 2018

- Align eCivis data fields with key data elements from the grant acceptance form
- Identify common practices to determine eCivis system and process workflows
- Coordinate with City Clerk and the Mayor's Office to identify workflow procedures
- Design, develop and program the award acceptance form for automation in eCivis

- Develop a training plan and related materials; initiate eCivis demonstrations

#### April – May 2018

- Develop and refine grant acceptance form
- Define activation point for form generation and recipient delivery
- Conduct trainings, distribute user manual, provide technical assistance
- Departments to identify both active grants/projects and applications recently submitted for input into eCivis
- Discussion and feedback with eCivis and participant departments to inform additional adjustments or changes to eCivis system, forms or procedures

#### June – July 2018

- Implement recommended changes for the grant acceptance form, system or procedures
- Finalize process workflows, determine necessary approvals
- Provide departments with intensive technical assistance and guidance on eCivis data input, upload supporting documents, assigning tasks and adding performance goals
- Revise user manual to reflect latest changes in form or eCivis system

### **Department Implementation**

Participant departments completed the initial data input by mid-May while also engaged in other ongoing grant activities including conducting research on potential grant opportunities, writing proposals or submitting grant applications, preparing award acceptance documents, working with project staff to implement current grant programs, submitting progress reports and assisting with the closeout of grants.

Throughout the Phase I program, department grant coordinators were diligent in their efforts to attend meetings and trainings, provide feedback, request technical assistance when necessary and apply their focus and expertise to utilizing the eCivis system for centralized tracking and management of grants. Departments entered key data elements into the eCivis system in the following priority order: all competitive grant application submissions, recent or pending grant awards and any active grants (prior awards) currently in the implementation stage. This allowed departments the opportunity to gain experience working on grants at various stages in the grants lifecycle and eventually move at least one grant from the application submitted stage to the grant awarded stage during this time period.

All four departments have been able to move at least one grant or project from the application submitted stage to the awarded stage. Two departments, City Attorney and RAP received notification of multiple awards while EWDD and Fire just recently received notification on their grant awards. Several departments have set up tasks with reminders and due dates to schedule required progress reports to grantors or to track monitoring activities on subrecipients. These departments continue to build upon their initial efforts to utilize the eCivis system to manage and track their grants activities through the grants lifecycle.

A total of 25 grants have been entered into the eCivis system which include seven applications submitted, 13 grants awarded, two grants not awarded and four prior awards in the implementation stage. The breakdown by department is as follows:

City Attorney: 8 Grants – 2 Applications Submitted, 6 Awarded  
EWDD: 4 Grants – 2 Applications Submitted, 1 Prior Award (Implementation), 1 Not Awarded  
Fire: 6 Grants – 1 Applications Submitted, 2 Awarded, 3 Prior Awards (Implementation)  
RAP (Capital): 4 Grants – 1 Application Submitted, 2 Awarded, 1 Not Awarded  
RAP (Program): 3 Grants – 3 Awarded

In eCivis, there is a dashboard set up for each department that displays a summary status of their grants portfolio that includes the number of open projects, the number of active grants, the number of applications due or submitted, the number of grants awarded or allocated and the number of reports due or submitted. A funding summary tracks the status of all funding amounts while the project summary lists the current status of every project or grant in the department's grants portfolio. To date departments have submitted applications requesting a total of \$5,190,428 in grant funds. Departments were awarded grants totaling \$22,641,450. Dashboards for City Attorney, EWDD, Fire and RAP are shown in Attachment A.

The CAO staff worked with eCivis to align eCivis data fields with City grant data elements to develop a system-generated Grant Award Notification and Acceptance Form that automatically creates the form and populates the data fields with information previously inputted into the system. Selection of the button on the project dashboard (Attachment B) triggers this action.

The Grant Award Notification and Acceptance Form will replace the various customized department transmittals in use at this time. The purpose of this is two-fold: 1) to create a uniform, consistent reporting format for departments to transmit grants information and 2) to ensure that the City captures and retains key grants data in a centralized system for easy retrieval, tracking and reporting. CAO staff and eCivis conducted a series of discussions with participant departments, Mayor (legislative coordinator) and City Clerk (Council services) staff to identify and revise procedures to improve the grant acceptance process. An example of these efforts is the Grant Acceptance Package from the City Attorney for the Los Angeles County Criminal Record Clearing Project HEART attached to this Report (Attachment C).

The eCivis system is designed to assist City staff in managing their grants. The following examples help departments track grant activities through a task management tool that not only keeps a historical record of tasks that are associated with the grant but also retains any file documents or notes. Both examples show the date the grant acceptance packages were transmitted to Mayor and Council. The second example, LA84 Foundation Summer Splash Program Grant, also shows that two reports have been submitted to the grantor (Attachment D).

## **Next Steps**

The Phase I Program report provides a snapshot of eCivis system capabilities as it relates to the electronic generation of the Grant Notification and Acceptance Form for the acceptance of competitive grant funds. Preliminary results of the Phase I Program have clearly demonstrated the ability of participating departments to secure grant funds, enter data into a centralized grants management system and collaborate with other departments to implement a new format (Grant Notification and Acceptance Form) for transmitting acceptance of grant funds. Based on the positive results of the Phase I Program, this Office recommends that the City implement Phase II eCivis Grants Management Program with all City departments.

*RHJ:ACA:CLF:02190023c*

- Attachments: A – Screenshots of Department Dashboards  
B – Screenshot of Project Dashboard  
C – Grants Acceptance Package for the City Attorney HEART Program  
D – Screenshots of Completed Tasks

## Attachment A – Screenshots of Department Dashboards

Department Summary <small>Click on any linked number for a detailed report</small>						
Department	Open Projects	Active Grants	Applications	Funding	Reports	<a href="#">View Costs</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
City Attorney	10	8	0   2	6   0	0   0	
<b>Funding Summary</b> Applying: \$0.00 Submitted: \$450,000.00 Awarded: \$12,085,491.06 Total: \$12,535,491.06						

Project Summary						
Project	Lead	Active Grants	Applications	Funding	Reports	<a href="#">View Summary</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
<a href="#">Dispute Resolution (Community)</a>	Janette Flintoft	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">Dispute Resolution (Victim Offender)</a>	Janette Flintoft	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">Driving Under the Influence of Drugs</a>	Janette Flintoft	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">HEART (Homeless Engagement and Outreach Team)</a>	Janette Flintoft	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">Hewlett Packard Cy Pres Fund</a>	Janette Flintoft	1	0   1	0   0	0   0	<a href="#">View Summary</a>
<a href="#">Intellectual Property FY 2018/19</a>	Janette Flintoft	1	0   1	0   0	0   0	<a href="#">View Summary</a>
<a href="#">LA DATA (Decreasing Access to Tobacco by Adolescen...</a>	Janette Flintoft	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">LA DATA (Join the Conversation)</a>	Janette Flintoft	0	0   0	0   0	0   0	<a href="#">View Summary</a>
<a href="#">LA DOOR</a>	Janette Flintoft	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">SAAJ (Sexual Assault Justice Initiative) Bridge Fu...</a>	Michiko Reyes	0	0   0	0   0	0   0	<a href="#">View Summary</a>

**Department Summary** [Click on any linked number for a detailed report](#)

Department	Open Projects	Active Grants	Applications	Funding	Reports	<a href="#">View Goals</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
Economic and Workforce Development	4	3	0   1	2   0	0   0	<a href="#">View Goals</a>

**Funding Summary**

Applying:	\$0.00
Submitted:	\$1,250,000.00
Awarded:	\$1,145,000.00
<b>Total:</b>	<b>\$2,395,000.00</b>

**Project Summary**

Project	Lead	Active Grants	Applications	Funding	Reports	<a href="#">View Summary</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
<a href="#">Department of Labor Re-entry</a>	Kimberly Hiang	0	0   0	0   0	0   0	<a href="#">View Summary</a>
<a href="#">Energy Efficiency and Renewable Energy (EFRE)</a>	Kimberly Hiang	1	0   1	0   0	0   0	<a href="#">View Summary</a>
<a href="#">Los Angeles Basin Regional Planning Unit</a>	Kimberly Hiang	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">Prison to Employment</a>	Kimberly Hiang	1	0   0	1   0	0   0	<a href="#">View Summary</a>

**Department Summary** [Click on any linked number for a detailed report](#)

Department	Open Projects	Active Grants	Applications	Funding	Reports	<a href="#">View Goals</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
Fire	7	6	0   2	4   0	0   0	<a href="#">View Goals</a>

**Funding Summary**

Applying:	\$0.00
Submitted:	\$2,711,204.00
Awarded:	\$23,507,720.00
<b>Total:</b>	<b>\$26,218,924.00</b>

**Project Summary**

Project	Lead	Active Grants	Applications	Funding	Reports	<a href="#">View Summary</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
<a href="#">2017 Assistance to Firefighters Grant</a>	Phil Orozco	1	0   1	0   0	0   0	<a href="#">View Summary</a>
<a href="#">2017 Fire Prevention and Safety Grant - FITT Progr...</a>	Phil Orozco	1	0   1	0   0	0   0	<a href="#">View Summary</a>
<a href="#">PSGP 15</a>	Phil Orozco	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">PSGP 16</a>	Phil Orozco	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">PSGP 18</a>	Phil Orozco	0	0   0	0   0	0   0	<a href="#">View Summary</a>
<a href="#">SAFER 16</a>	Phil Orozco	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">SAFER 17</a>	Phil Orozco	1	0   0	1   0	0   0	<a href="#">View Summary</a>

**Department Summary** Click on any linked number for a detailed report

Department	Open Projects	Active Grants	Applications	Funding	Reports	<a href="#">View Goals</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
Recreation & Parks	7	6	0   1	\$   0	1   2	<a href="#">View Goals</a>

**Funding Summary**

Applying	\$5.00
Submitted	\$2,448,715.05
Awarded	\$3,339,146.00
<b>Total:</b>	<b>\$5,787,866.00</b>

**Project Summary**

Project	Lead	Active Grants	Applications	Funding	Reports	<a href="#">View Summary</a>
			Due   Submitted	Awarded   Allocated	Due   Submitted	
<a href="#">2017-18 CDE Summer Food Service Program</a>	Bertha Caklaman	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">Cabnick Marine Aquarium</a>	Kai Wong	0	0   0	0   0	0   0	<a href="#">View Summary</a>
<a href="#">California Department of Education 2018-2019 Calif...</a>	Jennifer Sapone	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">City of Los Angeles Park Tree Inventory Tree Plan...</a>	Kai Wong	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">Griffith Park Urban Environmental Center</a>	Kai Wong	1	0   0	1   0	0   0	<a href="#">View Summary</a>
<a href="#">LA84 Foundation 2018 Summer Splash Program</a>	Jennifer Sapone	1	0   0	1   0	1   2	<a href="#">View Summary</a>
<a href="#">Rancho Conejo Sports Complex - Sustainable Parkin...</a>	Kai Wong	1	0   1	0   0	0   0	<a href="#">View Summary</a>

## Attachment B – Screenshot of Project Dashboard

### Project Dashboard: HEART (Homeless Engagement and Outreach Team)

Department: City Attorney

Project Period: 07/01/2018 - 06/30/2019

Project Options

Overview Documents Grant Lifecycle Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants  

[LAC0024: FY2018](#) Stage: Grant Awarded Awarded: \$806,090.06 Match: \$0.00 Project Team  

[LAC0024 LA County Homeless Legal Assistance](#) [J. Flinloff \(Lead\)](#) Deputy City At

Available Actions

- I would like to request an account setup
- I would like to create a grant acceptance form
- I am ready to schedule my report
- This grant does not require a report
- I am ready to close this grant
- I would like to view/manage my contract & account details
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant



**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02084-0000

Date: August 9, 2018

To: The Mayor  
The Council

Attn: Mandy Morales, Legislative Coordinator, Mayor's Office  
Patrice Lattimore, Council and Public Services Division, City Clerk's Office

From: Richard H. Llewellyn, Jr., City Administrative Officer *RH  
PW*

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE  
LOS ANGELES COUNTY CRIMINAL RECORD CLEARING PROJECT FROM  
JULY 2018 THROUGH JUNE 2019**

Attached is the Grant Acceptance Packet (Packet) for a grant award extension in the amount of \$850,760.21 from the County of Los Angeles for the period from July 1, 2018 through June 30, 2019 for the City Attorney's Homeless Engagement and Response Team (HEART). The Office of the City Attorney initially transmitted notice of the grant award on May 31, 2018 in the amount of \$806,090.06; however, surplus funding was subsequently identified by the County of Los Angeles and a replacement transmittal was issued on July 31, 2018 reflecting increased funding of \$44,670.15.

The Los Angeles County Criminal Record Clearing Project helps individuals experiencing homelessness or those at risk of homelessness resolve outstanding infraction citations and associated warrants. The 2018-19 grant finances six positions, including one Deputy City Attorney II, one Deputy City Attorney I, two City Attorney Administrative Coordinator II, and two City Attorney Administrative Coordinator I positions (\$539,961), \$246,330.21 in employee benefits, \$45,544 for technology costs, \$10,425 for supplies and equipment, \$2,000 for transportation costs, \$2,500 for travel, \$3,000 for printing, and \$1,000 for furniture. As a participant in the Grants Pilot Program, the City Attorney's Office submitted the Grant Acceptance Packet for review and analysis by the CAO Grants Oversight Unit.

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

If you have any questions about the Grant Acceptance Packet, please contact Sharon Lee at (213) 978-7629.

RHL:EFR:SCL:04180143a

Attachments

**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
Review of Grant Award and Acceptance Determination

<b>Recipient City Department:</b> Office of the City Attorney		<b>Award Notification Date:</b> May 31, 2018	
<b>Grant Award Title:</b> Los Angeles County Homeless Legal Assistance		<b>Grant Amount:</b> \$850,760.21 <b>Prior Grant Award(s):</b> \$0.00	
<b>Awarding Agency:</b> County of Los Angeles			
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> July 1, 2018	<b>Performance End Date:</b> June 30, 2019	
<p>Purpose: The City Attorney's Office requests authority to accept grant funding in the amount of \$850,760.21 from the County of Los Angeles for the Los Angeles County Criminal Record Clearing Project for a grant performance period from July 1, 2018 to June 30, 2019 and employment authority for three new resolution authority positions, including one Deputy City Attorney I and two City Attorney Administrative Coordinator IIs to support the program. The Office of the City Attorney initially transmitted notice of the grant award on May 31, 2018; however, surplus funding was subsequently identified by the County of Los Angeles and a replacement transmittal was issued on July 31, 2018 reflecting increased funding of \$44,670.15.</p>			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
<b>1. Authority for Grant Acceptance</b>				
<ul style="list-style-type: none"> <li>Department requests acceptance of the Grant</li> </ul>	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
<ul style="list-style-type: none"> <li>Match Sources Identification completed</li> </ul>			X	( ) Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> <li>Additional Funds requested</li> </ul>			X	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
<ul style="list-style-type: none"> <li>Charter Section 1022 findings completed</li> </ul>			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
<ul style="list-style-type: none"> <li>Standard and Grantor Provisions or equivalent language is included</li> </ul>			X	( ) Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> <li>Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/></li> </ul>			X	( ) Submit to City Attorney for review and approval; copy to CAO
<b>5. Personnel Authorities</b>				
<ul style="list-style-type: none"> <li>Department has submitted a request for position(s)</li> </ul>	X			( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
<ul style="list-style-type: none"> <li>Department has submitted grant implementation instructions</li> </ul>	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
<ul style="list-style-type: none"> <li>Department has requested Funds/Accounts Set-up</li> </ul>	X			
<b>8. Governing Body Resolution/Certification</b>				
<ul style="list-style-type: none"> <li>Department has submitted Resolution/Certification</li> </ul>			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
<ul style="list-style-type: none"> <li>Department has submitted Fiscal Impact Statement</li> </ul>	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 City Attorney's Office requests authority to accept \$850,760.21 in grant funding from the County of Los Angeles for the Los Angeles County Criminal Record Clearing Project, administered by the City Attorney's Homeless Engagement and Response Team (HEART). The Los Angeles County Criminal Record Clearing Project helps individuals experiencing homelessness or those at risk of homelessness resolve outstanding infraction citations and associated warrants. Funding for the program increased \$44,670.15 subsequent to the initial notice of the award amount of \$806,090.06 and a replacement transmittal was issued on July 31, 2018 reflecting this increase.

The funding will continue existing services provided by one Deputy City Attorney II and two Administrative Coordinator I positions and expand HEART services to two field teams by adding one Deputy City Attorney I and two Administrative Coordinator II (AC) positions. It should be noted that the Personnel Department must still conduct a review of the relevant class specifications for the new positions to determine whether the duties are appropriate to the requested positions and the Employee Relations Division of the Office of the City Administrative Officer will conduct paygrade determinations for the AC positions.

The total cost of the program is \$1,121,550.65 of which \$850,760.21 will be reimbursed to the City as follows: \$539,961 for salaries, \$246,330.21 for fringe benefits, \$45,544 for technology costs, \$10,425 for supplies and equipment, \$2,000 for transportation costs, \$2,500 for travel, \$3,000 for printing, and \$1,000 for furniture. There is no match requirement, however the City will bear additional indirect costs of \$270,790 which will be paid by the General Fund, comprised of \$151,306 which was included in the 2018-19 Adopted Budget and an additional unfunded General Fund impact of \$119,484.

**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 his designee to approve the accompanying contract between the City and the County of Los Angeles for the period of July 1, 2018 to June 30, 2019, subject to the approval of the City Attorney as to form;
2. Accept funding in the amount of \$850,760.21 from the County of Los Angeles;
3. Authorize employment authority in the City Attorney's Office for the period of July 1, 2018 to June 30, 2019, for two Administrative Coordinator I (Class Code 0568-1) and one Deputy City Attorney I (Class Code 0594-1) resolution authority positions;
4. Authorize the Controller to:
  - a. Establish a receivable for this program totaling \$850,760.21 from the County of Los Angeles;
  - b. Establish an appropriation Account 12R861 - HEART Criminal Records Clearance Project within Fund 368, Department 12 in the amount of \$850,760.21;
  - c. Transfer \$539,961 from Fund 368, Department 12, Account 12R861 - HEART Criminal Records Clearance Project, to Fund 100, Department 12, Account 001010, Salaries General;
  - d. Upon receipt of grant funds, transfer up to \$246,330.21 from Fund 368, Department 12, Account 12R861 - HEART Criminal Records Clearance Project to Fund 100, Department 12, Revenue Source Code 5361, Related Costs Reimbursement-Other; and,
5. Authorize the City Attorney 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.

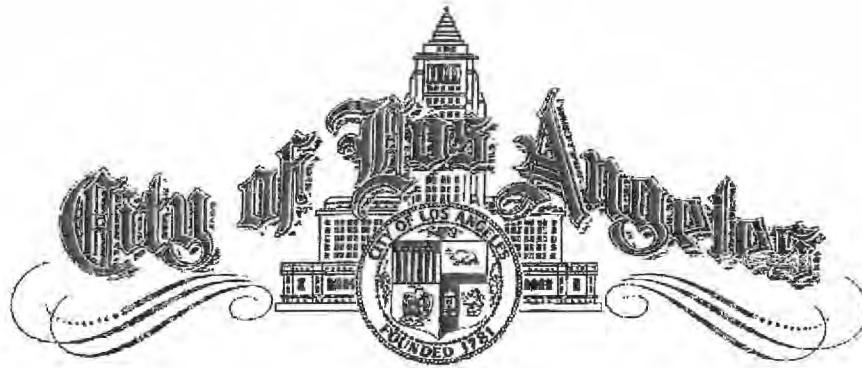
**12. Fiscal Impact Statement**

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 Los Angeles County Criminal Record Clearing Project is \$1,121,550.65, of which \$850,760.21 will be reimbursed by the County of Los Angeles. There is no match requirement, however the City will bear additional indirect costs of \$270,790 which will be paid by the General Fund, comprised of \$151,306 which was included in the 2018-19 Adopted Budget and an additional unfunded General Fund impact of \$119,484. No additional appropriation is needed. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against receipts expected from this grant.

<i>Tyler Munkhall Sr SC</i>	<i>Tyler Munkhall Sr EFR</i>	<i>[Signature]</i>	<i>8/9/18</i>
CAO Analyst	Chief	CAO/Assistant CAO	Date



**MIKE FEUER**  
CITY ATTORNEY

**MEMORANDUM**

May 31, 2018

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: May 31, 2018

Re: HEART – LA County Criminal Record Clearing Project

As detailed in the CAO Grants Acceptance form, the LA County Homeless Court Program, administered by the LA City Attorney's Homeless Engagement and Response Team (HEART), helps individuals experiencing homelessness or at risk of experiencing homelessness to resolve outstanding infraction citations and associated warrants. Since 2015, HEART has provided service to over 2,639 individuals through 62 homeless citation clinics, far exceeding its original goal of 300 individuals per year.

FY 2018/19 funding will enhance and expand HEART under the Measure H Criminal Record Clearing Project. Two field teams will be established to help individuals experiencing homelessness or at risk of experiencing homelessness resolve eligible infraction citations and associated fines, fees, and warrants. These teams will run criminal background records, manage mobile team deployments, motion the Los Angeles Superior Court to secure dismissals, coordinate with the court clerk to ensure fines and fees are pulled from collections, work with cross-jurisdictional partners to approve motions, work with service agencies to coordinate large events, recruit new service providers and resource agencies to support the mobile teams, and coordinate existing service providers to process participants.

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May 31, 2018

During the new project period, HEART teams will serve 100 participants per month for a period of 12 months.

To meet this demand and ensure full coverage, three new full-time staff members will be added to the existing HEART team (currently comprised of three full-time staff members operating under strained resources to meet the demand of individuals seeking record clearing assistance). The enhanced HEART team will be comprised of two attorneys and four support staff to assist with the intensive record clearing research and court process.

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

CC: Camilla Fong, CAO

Recipient Department			
This Grant Award is:	New		
Grants Coordinator:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 213-215-5808
Project Manager:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 213-215-5808
Department/Bureau/Agency:	City Attorney	Date:	05/31/2018

Grant Information				
Name of Grantor:		Pass Through Agency:		
County of Los Angeles				
Grant Program Title:		Notification of Award Date:		
LA County Homeless Legal Assistance		05/31/2018		
Funding Source (Public / County/Regional)	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
	Competitive	Reimbursement	CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	None	Amount:	\$0.00	%Match 0
Match Type:	N/A	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$806,090.06	\$0.00		\$779,939.05

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Project Staff				
Supervising Deputy City Attorney	\$158,949.60	\$0.00		Oversee program
Deputy City Attorney	\$87,000.00	\$0.00		Assist homeless
Administrative Coordinator II	\$71,020.00	\$0.00		Support program
Administrative Coordinator II	\$71,020.00	\$0.00		Support program
Administrative Coordinator I	\$71,968.00	\$0.00		Support program
Administrative Coordinator I	\$71,968.00	\$0.00		Support program
	\$531,925.60			
Fringe Benefits				
45.62% rate				
45.62% rate	\$242,664.46	\$0.00		Benefits rate
Supplies				
New Subcategory				
Technology Equipment	\$10,000.00	\$0.00		Mobile clinic support
Clinic Supplies and Equipment	\$6,000.00	\$0.00		Mobile clinic support
Office Supplies, Equipment, and Software	\$6,500.00	\$0.00		Office & mobile clinic support
Clinic Transportation Expenses (Metro)	\$2,000.00	\$0.00		Target population support
Travel	\$3,000.00	\$0.00		Training purposes
Paper and Ink	\$2,000.00	\$0.00		Office & mobile clinic support
Tent, Table, and Chairs	\$1,500.00	\$0.00		Mobile clinic support
WiFi (contribution towards shared used)	\$500.00	\$0.00		Mobile clinic support
	\$31,500.00			
Total	\$806,090.06	\$0.00		

Approved Project			
Descriptive Title of Funded Project:	HEART (Homeless Engagement and Outreach Team)		
Performance Period Start/End Dates (Month/Day/Year):	Citywide:		
Start: 07/01/2018	End: 06/30/2019	Affected Council District(s):	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
Identify External Partners:			

**Summary**

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

Enhancement to HEART program through county funds to provide mobile teams assisting with record clearances on behalf of homeless individuals.

**Recommendations**

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. Authorize the City Attorney or his designee to APPROVE the accompanying grant award between the City and the County of Los Angeles and authorize the City Attorney or his designee to EXECUTE said grant award on behalf of the City, subject to the approval of the City Attorney as to form and legality.

2. Authorize the City Attorney or his designee to ACCEPT the grant award in the amount of \$806,090.06 for funding the HEART Criminal Records Clearance project for the period of July 1, 2018 to June 30, 2019.

3. AUTHORIZE the Controller to:

a. ESTABLISH a receivable in the amount of \$806,090.06 within Fund 368, Department 12.

b. ESTABLISH Appropriation Account 120861 - HEART Criminal Records Clearance Project within Fund 368, Department 12 in the amount of \$806,090.06.

c. TRANSFER \$531,825.60 from Fund 368, Department 12, Account 120861 - HEART Criminal Records Clearance Project to Fund 100, Department 12, Account 001010 Salaries General.

d. Upon receipt of grant funds, TRANSFER up to \$242,664.46 from Fund 368, Department 12, Account 120861 - HEART Criminal Records Clearance Project to Fund 100, Department 12, Revenue Source No. 5361-Related Costs Reimbursement - Other.

4. AUTHORIZE the Office of the City Attorney to prepare Controller's instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer.

**Fiscal Impact Statement**

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

**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 type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input type="checkbox"/> Copy of Grant Agreement (if applicable)
<input type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)

Department Head Name: \_\_\_\_\_ Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For CAO Use Only**

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

Complete The Acceptance Packet has been forwarded to appropriate CAO analyst

Returned to Department (Additional information/documentation has been requested.)

Flagged (See comments below.)

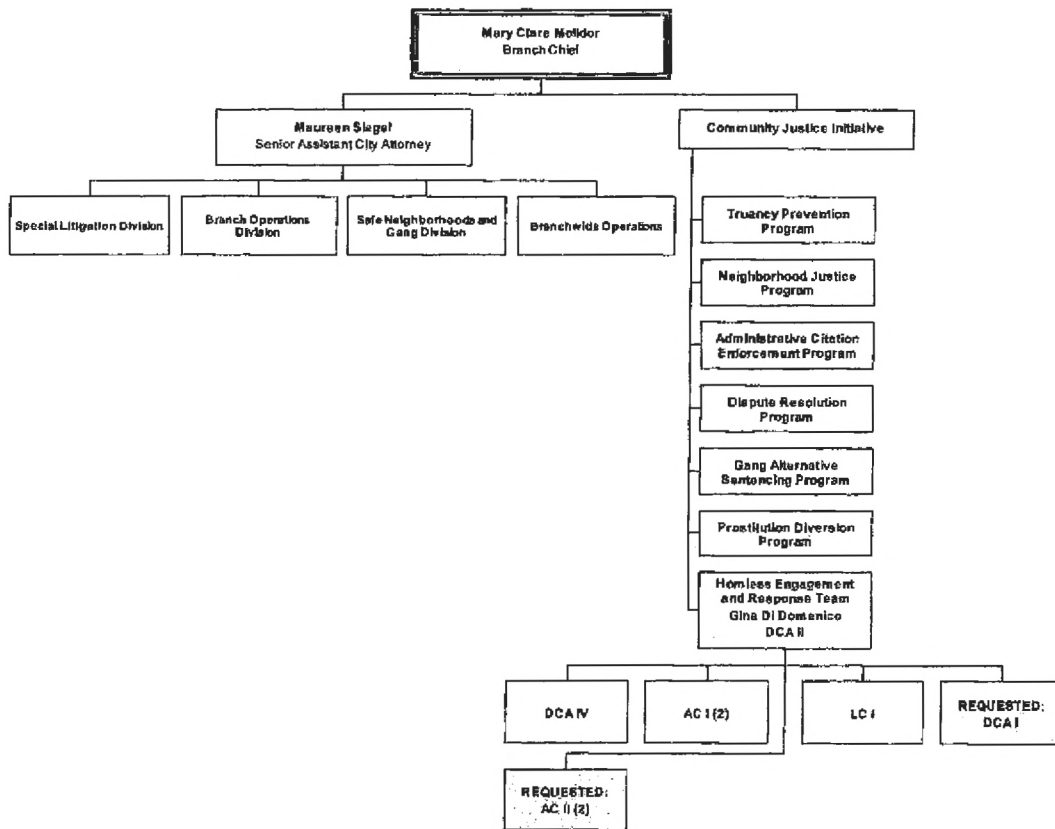
Comments: \_\_\_\_\_

CAO Grants Oversight Unit Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office of the Los Angeles City Attorney

**Criminal & Special Litigation Branch**





**POSITION DESCRIPTION**  
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate	
4. Reason for Preparing Description: <b>AC II PAR (NEW)</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation
5. Location of office or place of work: <b>City Hall East, 5<sup>th</sup> Floor – Los Angeles, CA 90012</b>		6. Name of Department: <b>City Attorney</b>	

Date Prepared:  
**5/25/2018**

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

**Name: Gina Di Domenico Title: Supervisor, HEART (Homeless Engagement and Response Team)**

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

PERCENT OF TIME	DUTIES
100% (overall)	Two new AC IIs will participate in a mobile outreach team throughout Los Angeles assisting individuals experiencing homelessness or at risk of experiencing homelessness. Duties will include supporting attorneys providing legal resources to homeless individuals for eligibility of citation dismissals, securing criminal background records, participating in mobile team deployments, processing motions to the Los Angeles Superior Court to secure dismissals, including coordinating with the court clerk to ensure fines and fees are pulled from collections, working with cross-jurisdictional partners on HEART programmatic goals, working with new service providers and resource agencies to support the mobile teams, and coordinating as needed with existing service providers to process participants.

- 9. How long have the duties been substantially as described above? *N/A (new position)*
- 10. List any machinery or equipment operated and any unusual or hazardous working conditions. *N/A*
- 11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). *N/A*
- 12. Indicate the number of employees supervised by class titles. *N/A*
- 13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. N/A

15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. The new AC IIs will be a direct report to the HEART supervisor and receive ongoing supervision consistent with the management of the other staff in the HEART Unit.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter). Bachelor's Degree preferred.

(b) Experience (type and length; list appropriate city classes, if any). Prior experience prosecuting with individuals experiencing homelessness preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. N/A

Hours per  
week

Strength to: _____ Lift _____ Push _____ Pull _____	SPECIAL NEED FOR:	EXTENSIVE USE OF:	
Average weight _____ Heaviest weight _____	_____ Vision, to read fine print/numbers	_____ Legs, for walking/standing	_____
_____ Climbing (stairs, ladders, poles)	_____ Hearing, for telephones/alarms	_____ Hands and fingers	_____
_____ How far _____	_____ Balance, for working heights	_____ Back, for strenuous labor	_____
_____ Face severe work conditions	_____ Other/explain _____	_____ Other/explain _____	_____
_____ Outdoors _____ on/near water _____			
Other/explain _____			

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: N/A

(b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.

(d) Money: Describe the responsibility for end access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; Indicate the types of contacts, purpose thereof, and the importance of persons contacted. The AC IIs will interface with various law enforcement partners, including, but not limited to, Los Angeles Police Department, Los Angeles County District Attorney's Office, and United States Attorney's Office. In addition, the AC IIs will work with the community and other stakeholders within the CGIC area as deemed appropriate by the project parameters.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The AC IIs will track, input and maintain data for program reporting purposes.

Signature of the immediate supervisor \_\_\_\_\_

Date \_\_\_\_\_

Class Title \_\_\_\_\_

Extension \_\_\_\_\_

Signature of department head \_\_\_\_\_

Date \_\_\_\_\_



**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. N/A

15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. The new DCA will be a direct report to the HEART supervisor and receive ongoing supervision consistent with the management of the other staff in the HEART Unit.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

- (a) Education (include specific matter). Attorney licensed to practice law in California.
- (b) Experience (type and length; list appropriate city classes, if any). Prior experience prosecuting gun-related cases preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. N/A

Hours per  
week

Strength to: _____ Lift _____ Push _____ Pull _____ Average weight _____ Heaviest weight _____ Climbing (stairs, ladders, poles) _____ How far _____ Face severe work conditions _____ Outdoors _____ on/near water _____ Other/explain _____	SPECIAL NEED FOR: _____ Vision, to read fine print/numbers _____ _____ Hearing, for telephones/alarms _____ _____ Balance, for working heights _____ Other/explain _____	EXTENSIVE USE OF: _____ Legs, for walking/standing _____ _____ Hands and fingers _____ _____ Back, for strenuous labor _____ Other/explain _____
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(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

- (a) Policy and Methods: N/A
- (b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A
- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.
- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A
- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted. The DCA will interface with various law enforcement partners, including, but not limited to, Los Angeles Police Department, Los Angeles County District Attorney's Office, and United States Attorney's Office. In addition, the DCA will work with the community and other stakeholders within the CGIC area as deemed appropriate by the project parameters.
- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The DCA will track, input and maintain data for program reporting purposes.

Signature of the immediate supervisor \_\_\_\_\_ Greg Dorfman

Date \_\_\_\_\_

Class Title \_\_\_\_\_

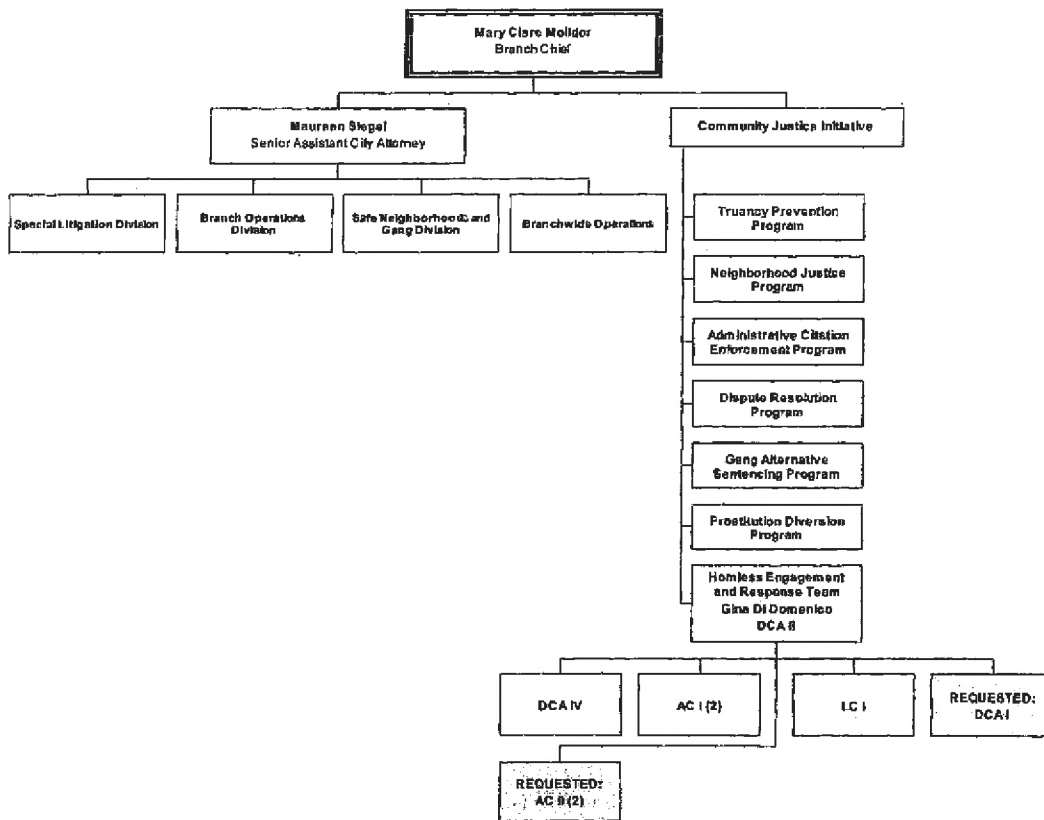
Extension \_\_\_\_\_

Signature of department head \_\_\_\_\_

Date \_\_\_\_\_

Office of the Los Angeles City Attorney

**Criminal & Special Litigation Branch**



## Attachment D – Screenshots of Completed Tasks

### Completed Tasks

#### HEART (Homeless Engagement and Outreach Team)

LAC0024 LA County Homeless Legal Assistance <span style="float: right;">- Minimize</span>									
Stage	Task Name	Due	Completed On	Completed By	Download Files	Manage Files	Edit	Notes	
Grant Awarded	Application Submitted	05/30/2018	05/30/2018	J. Flintoft					
Grant Awarded	Transmit Grant Acceptance Pkg to Mayor (Legislative Coordinator)	05/31/2018	05/31/2018	J. Flintoft					
Grant Awarded	Transmit Grant Acceptance Pkg to City Clerk/Council via direct upload to Novus	08/07/2018	08/07/2018	J. Flintoft					

### Completed Tasks

#### LA84 Foundation 2018 Summer Splash Program

LAC0020 LA84 Foundation Summer Splash Grant <span style="float: right;">- Minimize</span>									
Stage	Task Name	Due	Completed On	Completed By	Download Files	Manage Files	Edit	Notes	
Implementation	Application Submitted	02/28/2018	02/29/2018	J. Sapone					
Grant Awarded	Transmit Grant Acceptance Pkg to City Clerk/Council via direct upload to Novus	07/09/2018	07/09/2018	J. Sapone					
Grant Awarded	Transmit Grant Acceptance Pkg to Mayor (Legislative Coordinator)	07/09/2018	07/09/2018	J. Sapone					
Report Submitted	List of LA84 Summer Splash Coaches	07/16/2018	07/16/2018	J. Sapone					
Report Submitted	Mid-Season Progress Report	07/20/2018	07/20/2018	J. Sapone					