

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

0220-05426-0000

**Date:** November 15, 2017

**To:** The Mayor  
The Council

**Attn:** Mandy Morales, Mayor's Office  
Michael Espinosa, City Clerk's Office

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

**Subject: GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC), PROPOSITION 47 GRANT PROGRAM TO ESTABLISH PROJECT IMPACT**

Attached is the Grant Acceptance Packet for the California Board of State and Community Corrections Proposition 47 Grant Program to establish Project imPACT. The Office of the Mayor submitted its grant-related information for review and analysis by the CAO Grants Oversight Unit.

In accordance with the procedures for the Pilot, this Office reviewed the Packet for completeness, conducted a concise analysis and prepared a Fiscal Impact Statement. The Grant Acceptance Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Transmittal Containing Notice of the Grant Award and Related Requests
- Draft Proposition 47 Grant Agreement
- Grant Award Notice
- Draft Governing Body Resolution
- Motion pursuant to CF 17-0758

If you have any questions about the Grants Pilot Program or the procedures for the Grant Acceptance Packet, please contact Camilla Fong at 213-978-7681.

**Attachments**

*RHL:ACA:CLF:02180039c*

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

<b>Recipient City Department:</b> Office of the Mayor		<b>Award Notification Date:</b> June 2017
<b>Grant Award Title:</b> Proposition 47 Grant Program		<b>Grant Amount:</b> \$5,998,384 <b>Prior Grant Award(s):</b> \$0
<b>Awarding Agency:</b> California Board of Supervision and Community Correction		
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> June 16, 2017	<b>Performance End Date:</b> August 15, 2020
<p><b>Purpose:</b> Project IMPACT is a year-long program that serves former inmates (clients) seeking employment. While enrolled in the program, participants will receive a risk/needs assessment, cognitive-behavioral therapy, support provided by a peer mentor, access to legal services provided by an attorney, and behavioral therapy by a licensed therapist. A client's team consisting of a peer mentor, attorney, and therapist will work to stabilize the participant, attempt to eliminate barriers, and increase the client's ability to obtain and retain employment.</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 Office of the Mayor requests approval to accept \$5,998,384 in grant funding for a new, three-year grant award from the California Board of State and Community Corrections (BSCC) Proposition Grant Program (Prop 47) to establish Project imPACT. Project imPACT proposes to employ a team-based, multidisciplinary service model comprised of a peer navigator, attorney, and therapist, who will provide services and support to formerly- incarcerated participants in order to encourage upward mobility through obtaining and maintaining employment. Project imPACT will engage community members as mentors to further support Project imPACT clients. This program will also enable community organizations to build their capacity.

The total cost of the program is as shown on Page 5 of the Office of the Mayor's October 3, 2017 transmittal is \$5,998,384 and will be fully covered by the grant for the period of June 16, 2017 through August 15, 2020. The amount includes over \$5 million in community-based organization subcontracts, approximately \$511,000 in data collection and evaluation costs, and nearly \$450,000 in salaries and related costs. No General Fund appropriation is needed.

**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:

1. Authorize the Mayor or his designee to:

a. Accept, on behalf of the City, the 2017 Proposition 47 Grant from the California Board of State and Community Corrections in the amount of \$5,998,384 for the period of June 16, 2017 to August 15, 2020;

b. Negotiate and execute through a formal procurement process up to four contracts with community-based organizations in each of the following four categories, in the corresponding amounts, for the period of up to 32 months between June 16, 2017 and August 15, 2020, and subject to the approval of the City Attorney as to form and legality, and compliance with City contracting requirements:

- I. Employment services in four hubs throughout the City in an amount not to exceed \$556,645 for each hub;
- II. Legal services in four hubs throughout the City in an amount not to exceed \$348,013 for each hub;
- III. Behavioral health services in four hubs throughout the City in an amount not to exceed \$276,819 for each hub;
- IV. Data evaluation services in an amount not to exceed \$511,422.

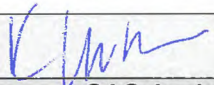
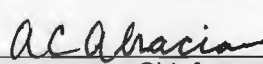
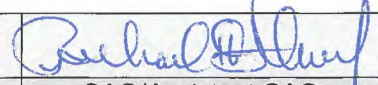
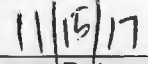
(Recommendations continued on next page)

**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 project cost of the imPACT Program is \$5,998,384 which will be entirely reimbursed by the California Board of State and Community Corrections Proposition 47 Grant Program. The grant will provide full cost coverage of contractual services, data collection and evaluation, salaries, and related costs associated with the Program. No General Fund appropriation is required. The acceptance of the use of grant funds meets the City's Financial Policies in that the City's costs for the program are fully recovered.

			
CAO Analyst	Chief	CAO/Assistant CAO	Date

(continued from #11 Recommendations)

c. Negotiate and execute through a formal procurement process contracts with community-based organizations in each of the following four categories in the corresponding amounts for the period of up to 32 months between June 16, 2017 and August 15, 2020, and subject to the approval of the City Attorney as to form and legality, and compliance with City contracting requirements:

I. Trauma-informed care training for Project imPACT contractors in an amount not to exceed \$84,000;

II. Cognitive behavioral therapy training for Project imPACT contractors in an amount not to exceed \$71,500;

III. Support network training for contractors' staff in an amount not to exceed \$86,250;

IV. Rehabilitative arts services for Project imPACT participants in an amount not to exceed \$52,800.

d. Submit to the grantor, on behalf of the City, requests for drawdown of funds for payment and reimbursements of City funds expended for approved grant purposes;

e. Receive, deposit into, and disburse from a new Proposition 47 Board of State and Community Corrections Grant fund the grant funds from the Proposition 47 Board of State and Community Corrections Grant.

2. Adopt the Governing Body Resolution that appears as an Attachment to the Office of the Mayor's October 2, 2017 transmittal that endorses the funding agreements and agrees to comply with the program and funding requirements of the grant;

3. Authorize the Controller to:

a. Establish a new interest-bearing fund entitled "FY18 Proposition 47 Board of State and Community Corrections (BSCC) Grant Fund" and create a receivable in the Fund in the amount of \$5,998,384.00 for the FY18 Prop 47 BSCC Grant;

b. Expend and receive funds upon presentation of documentation and proper demand by the Mayor's Office to reimburse City departments and the Los Angeles Area participants for approved FY18 Proposition 47 BSCC Grant purchases;

c. Increase receivables and create new appropriation accounts within the new FY18 Proposition 47 Board of State and Community Corrections (BSCC) Grant Fund No. XXX for the FY18 Proposition 47 BSCC Grant, as follows:

Appropriation

<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
46P146	Mayor's Office Salaries	\$87,129
46P299	Related Costs	46,222
46P946	Grant Management & Administration	333,150
46P304	Contractual Services	<u>5,531,883</u>
Total		<u><b>\$5,998,384</b></u>

d. Transfer appropriations from 2017-18 Proposition 47 Board of State and Community Corrections (BSCC) Grant Fund No. XXX, Department 46, to the General Fund to reimburse the General Fund for Proposition 47 BSCC Grant Fund as follows:

TRANSFER FROM:

<u>Fund</u>	<u>Dept.</u>	<u>Acct.</u>	<u>Title</u>	<u>Amount</u>
XXX	46	46P146	Mayor's Office Salaries	<u><b>\$87,129</b></u>

TRANSFER TO:

<u>Fund</u>	<u>Dept.</u>	<u>Acct.</u>	<u>Title</u>	<u>Amount</u>
100	46	01020	Grant Reimbursed Salaries	<u><b>\$87,129</b></u>

e. Transfer up to \$46,222 from Fund XXX, Account 46P299 to the General Fund 100/46, Revenue Source Code 5346, for related funds reimbursement of grants;

f. Authorize the Controller to transfer cash from Fund XXX/46 to reimburse the General Fund, on an as-needed basis, upon presentation of proper documentation and subject to the approval of the Mayor's Office; and,

4. Authorize the Mayor, or designee, to prepare Controller instructions for technical adjustments, subject to approval of the CAO, and authorize the Controller to implement the instructions.