



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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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:
	\$806,090.06	\$0.00	Total Project Budget: \$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 \$531,925.60 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:

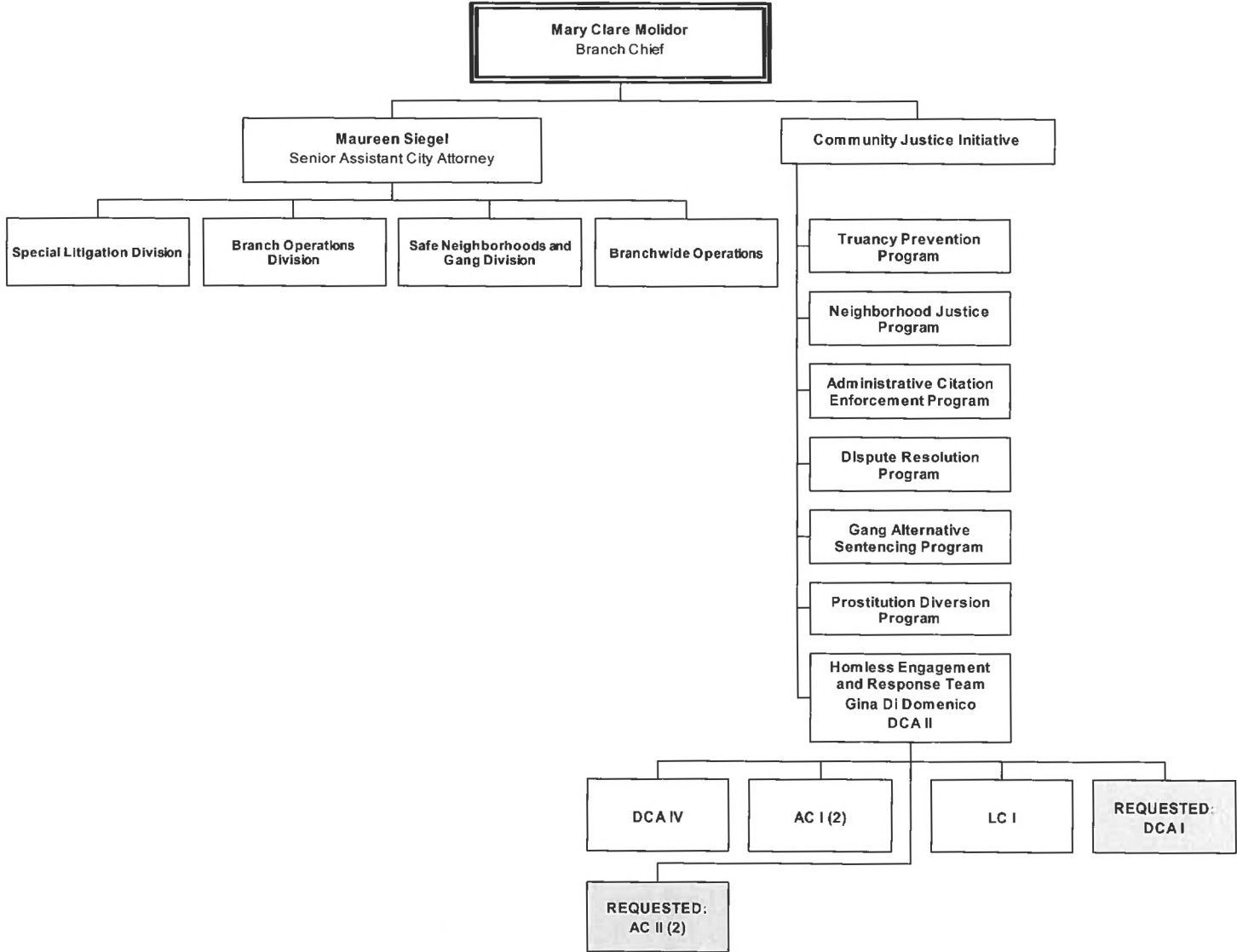
- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- Returned to Department (Additional information/documentation has been requested.)
- Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

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
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4. Reason for Preparing Description: AC II PAR (NEW) <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 5/25/2018
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5. Location of office or place of work: City Hall East, 5th Floor – Los Angeles, CA 90012	6. Name of Department: City Attorney
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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)	<p>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.</p>

- 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 _____ 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 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 _____

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: DCA I PAR (NEW)			<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	Date Prepared: 5/25/2018
5. Location of office or place of work: City Hall East, 5th Floor – Los Angeles, CA 90012			6. Name of Department: City Attorney		

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)	The new DCA will participate in a mobile outreach team throughout Los Angeles. Duties will include legal assistance for eligibility, review of criminal background records, participating in mobile team deployments, drafting motions to the Los Angeles Superior Court to secure dismissals, working with cross-jurisdictional partners to approve motions, recruiting 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 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.

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- (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 _____

Criminal & Special Litigation Branch

