



MIKE FEUER
CITY ATTORNEY

MEMORANDUM

July 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: July 31, 2018

Re: HEART – LA County Criminal Record Clearing Project

This is a revision to the May 31, 2018 CAO Grants Acceptance transmittal to reflect an increase in FY 2018/19 funding from the County of Los Angeles from \$806,090.06 to \$850,760.21 for. This increase is attributable to surplus funding allocated by the County to the City in support of the LA City Attorney's Homeless Engagement and Response Team (HEART).

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 to resolve eligible infraction citations and associated fines, fees, and warrants. To meet this demand and ensure full coverage, three new full-time staff members will enhance the HEART team to assist with the expanded, 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 (Revised)		
Grants Coordinator:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 310-570-0686
Project Manager:	Janette Flintoft	E-Mail: janette.flintoft@lacity.org	Phone: 310-570-0686
Department/Bureau/Agency:	City Attorney	Date:	7/31/2018

Grant Information

Name of Grantor: County of Los Angeles		Pass Through Agency:	
County of Los Angeles			
Grant Program Title: HEART		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 - yes	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:
	\$850,760.21	\$0.00	\$ 270,790.44
			Total Project Budget: \$1,121,550.65

Note: The original grant award was \$806,090.096. Thereafter, the County provided surplus funds of \$44,000 for a revised grant award of \$850,760.21.

Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
Project Staff				
Supervising Deputy City Attorney	\$154,000.00	\$0.00		Oversee program
Deputy City Attorney	\$93,000.00	\$0.00		Assist homeless
Administrative Coordinator II	\$72,627.00	\$0.00		Support program
Administrative Coordinator II	\$72,627.00	\$0.00		Support program
Administrative Coordinator I	\$73,853.00	\$0.00		Support program
Administrative Coordinator I	\$73,853.00	\$0.00		Support program
	\$539,961.00			
Fringe Benefits				
45.62% rate				
45.62% rate	\$246,330.21	\$0.00		Benefits rate
Indirect Costs			270,790.44	
Supplies				
New Subcategory				
Case Management System & Technology	\$35,000.00	\$0.00		Data collection
Technology Equipment	\$10,044.00	\$0.00		Mobile clinic support
Clinic Supplies and Equipment	\$4,000.00	\$0.00		Mobile clinic support
Office Supplies, Equipment, and	\$6,425.00	\$0.00		Office & mobile clinic support
Clinic Transportation Expenses (Metro	\$2,000.00	\$0.00		Target population support
Travel	\$2,500.00	\$0.00		Training purposes
Paper and Ink	\$3,000.00	\$0.00		Office & mobile clinic support
Tent, Table, and Chairs	\$1,000.00	\$0.00		Mobile clinic support
WiFi (contribution towards shared used	\$500.00	\$0.00		Mobile clinic support
	\$ 64,469.00			
Total	\$850,760.21	\$0.00	\$270,790.44	

Approved Project

Descriptive Title of Funded Project:	HEART (Homeless Engagement and Outreach Team)		
Performance Period Start/End Dates (Month/Day/Year):	Citywide: yes		
Start: 07/01/2018	End: 06/30/2019	Affected Council District(s):	

Affected Congressional District(s):

Purpose: Resolution of outstanding infraction citations and associated warrants for homeless individuals or those at risk of homelessness.

Identify Internal Partners (City Dept/Bureau/Agency): Los Angeles County Public Defender

Identify External Partners: Community service agencies.

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 two 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 \$850,760.21 for funding the HEART Criminal Records Clearance project for the period of July 1, 2018 to June 30, 2019.
3. RESOLVE an employment authority in the City Attorney's Office for the period July 1, 2018 to June 30, 2019, for two Administrative Coordinator I (0567) position is approved;
4. RESOLVE an employment authority in the City Attorney's Office for the period July 1, 2018 to June 30, 2019, for one Deputy City Attorney I (0595) position is approved;
5. AUTHORIZE the Controller to:
 - a. ESTABLISH a receivable in the amount of \$850,760.21 within Fund 368, Department 12.
 - b. ESTABLISH 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 No. 5361-Related Costs Reimbursement - Other.
6. 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.

The total project budget is \$1,121,550, for which there is a General Fund impact totalling \$270,790 in indirect costs. Of this amount, \$151,306 has already been included in the approved FY 2018/19 budget. The remaining \$119,484 is for the new personnel.

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:

Grant Award Notification and Acceptance

Copy of Award Notice

<input type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input type="checkbox"/> Copy of Grant Agreement (if applicable)	
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	Additional Documents (if applicable)	
Department Head Name: Janette Flintoft	Department Head Signature: _____	Date: 7/24/2018

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:	
<input type="checkbox"/> Complete The Acceptance Packet has been forwarded to appropriate CAO analyst	
<input type="checkbox"/> Returned to Department (Additional information/documentation has been requested).	
<input type="checkbox"/> Flagged (See comments below.)	
Comments: _____	
CAO Grants Oversight Unit Signature: _____	Date: _____