

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: December 12, 2013

CAO File No. 0220-04668-0007  
Council File No. 13-0723-S1  
Council District:

To: The Mayor  
The Council

From: Miguel A. Santana, City Administrative Officer *MS*

Reference: Transmittal from the Mayor dated November 19, 2013; Additional Information Provided through December 11, 2013

Subject: **FISCAL YEAR 2013-14 GANG REDUCTION AND YOUTH DEVELOPMENT (GRYD) PROGRAM MODIFICATIONS**

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### SUMMARY

The Mayor's Office of Gang Reduction and Youth Development (Mayor's GRYD Office) is requesting authority for various modifications to the City's gang reduction program for Fiscal Year 2013-14 (FY2013-14). These actions include recommendations to execute contract amendments for two prevention service providers to include 2012 California Gang Reduction, Intervention and Prevention Initiative (2012 CalGRIP) funds; reallocate unexpended 2012 Summer Night Lights (SNL) funds; amend contracts with the Los Angeles Conservation Corps (LACC) and Harder+Company (Harder) to reflect proposed changes to the scope of work, performance period and compensation; and retroactive approval and related actions on a 2013-2014 purchase order agreement with the United States Agency for International Development (USAID) for the second year of technical assistance program activities. This Office is in agreement with the recommended actions requested by the Mayor's GRYD Office.

#### 2012 CalGRIP Funds and Prevention Services Contract Amendments

As noted in the Transmittal from the Mayor (Mayor's Transmittal), the City was awarded a 2012 CalGRIP Grant in the amount of \$1,000,000 from the California Emergency Management Agency for a 24-month performance period from January 1, 2012 through December 31, 2013 (C.F. 12-0923). At the time of acceptance, the Mayor's GRYD Office indicated that prevention services providers would be identified at a later date. However, a subsequent Mayor's Transmittal (C.F. 13-0723) did not include identification and allocation of CalGRIP funds to two prevention services contractors for Fiscal Year 2013-14. The Mayor's GRYD Office is now requesting authority to execute Second Amendments with two prevention contractors (People Coordinated Services and P.F. Bresee Foundation) that include revisions to the sources and amounts of funding as follows:

Prevention Services July 1, 2013 – June 30, 2014				
Contractor	GRYD Zone	Amount	Funding Source	Contract Type
People Coordinated Services of Southern California, Inc.	Newton	\$600,000	General Fund 2012 CalGRIP	Second Amendment C#120896
		<u>200,000</u>		
		<b>\$800,000</b>		
P.F. Bresee Foundation	Rampart/Pico Union Regional Strategy Area	\$200,000	General Fund 2012 CalGRIP	Second Amendment C#121399
		<u>200,000</u>		
		<b>\$400,000</b>		

Further details on the proposed amendments are contained in Attachments 1, 2 and 3 of this Report.

Reallocation of 2012 Summer Night Lights Program Funds

The Department of Cultural Affairs (DCA) allocated \$288,000 to support 2012 Summer Night Lights (2012 SNL) Program activities (C.F. 12-0923). The Mayor's GRYD Office received authority to execute a Second Amendment to the contract with the Los Angeles Conservation Corps (LACC) (C#119163) utilizing these funds to implement 2012 SNL programming for the period of April 1, 2012 through March 31, 2013. The LACC received a cash advance to support the initial start-up activities, resulting in an overpayment of \$80,332.16. Therefore, upon receipt of these unexpended funds, the Mayor's Office requests authority to reappropriate this amount in support of additional expenditures resulting from the 2013 SNL extension period of August 16, 2013 through September 7, 2013. More specifically, these funds will be used to execute a contract amendment with the LACC for additional programming expenses incurred during the 2013 SNL Program extension period (C#122554). These revisions are further detailed below.

Contract Amendments with LACC and Harder+Company

The Mayor's GRYD Office received \$288,000 from the DCA to support the 2013 SNL Program activities (C.F. 13-0723) and was authorized to utilize the funds to execute a contract with the LACC to implement arts programming for the period of July 1, 2013 through June 30, 2014 (C#122554). The performance period was set for these dates to align with the revised Los Angeles Unified School District (LAUSD) academic calendar shifting the summer recess to early June with resumption of the new school year in late-August. However, since some preliminary activities such as pre-planning, training and Live-Scan fingerprinting of art instructors occur prior to July, and also to coincide with other SNL contracts, a revision to the performance period is required. The revised performance period will be effective from April 1, 2013 through March 31, 2014. Additionally, the original 2013 SNL Program was set up as a six-week term (June 26, 2013-August 10, 2013) but was later extended an additional four weeks and concluded September 7, 2013. This resulted in changes to the scope of work and additional programming costs. Due to these adjustments, the Mayor's GRYD Office is requesting authority to execute a First Amendment to the contract with LACC to revise the performance period from April 1, 2013 through March 31, 2014, expand the scope of work to reflect 10 weeks of arts programming activities and increase compensation in the amount of \$80,332.16, with a new total compensation amount of \$368,332.16. Further details on the proposed amendment are contained in Attachment 4 of this Report.

In Fiscal Year 2012-13, the Mayor's GRYD Office contracted with Harder+Company (Harder) (C#121352) for a one-year term (July 1, 2012-June 30, 2013) in the amount of \$94,440 to develop, implement and maintain an online database on GRYD participants and to provide tri-annual reporting and technical assistance relative to data collection and evaluation (C.F. 12-0923). A First Amendment was executed with Harder for an additional one-year term (July 1, 2013-June 30, 2014) in the amount of \$198,000 and a total compensation amount of \$292,440. Harder has been asked to assume responsibility for all Youth Services Eligibility Tool (YSET) activities including screening, testing and retesting so that partner University of Southern California can fully concentrate efforts on establishing and testing the Social Embeddedness Tool (SET) for all gang intervention participants. Increased compensation in the amount of \$147,080 is proposed to reflect changes to the Harder Scope of Work (Attachment 1 – Mayor's Transmittal). Additionally, it is necessary to adjust the contract performance period to a 13-month term (July 1, 2013-July 31, 2014) to include adequate time for Harder to collect data for the final month of the program year as well as review, analyze and prepare the final evaluation report covering the entire program year. Therefore, the Mayor's GRYD Office is requesting authority to execute a Second Amendment to the contract with Harder to reflect proposed changes in the scope of work, increased compensation in the amount of \$147,080, with a new total compensation of \$439,520 and a revised performance period of 13 months effective July 1, 2013 through July 31, 2014.

#### United States Agency for International Development (USAID) – Second Year

In October 2012, a three-year Memorandum of Understanding (MOU) was executed between the Mayor's Office and the United States Agency for International Development (USAID) to provide technical assistance and training on youth crime and violence prevention programming to the countries of El Salvador, Guatemala, Honduras and Mexico. The MOU included direct funding in the amount of \$44,536 for the initial year (July 1, 2012-June 30, 2013) of technical assistance activities. In May 2013, the Mayor's GRYD Office received notification of a 2013-14 Purchase Order Agreement from USAID for the second program year (June 1, 2013-May 31, 2014) and funding in the amount of \$123,073.89. The USAID funds support technical assistance, training and travel costs for GRYD staff to provide on-site technical assistance and training to Central American locations. The Mayor's GRYD Office is requesting authority for retroactive approval of the 2013-2014 USAID Purchase Order Agreement for the second program year and associated actions for implementation.

## **RECOMMENDATIONS**

That the Council:

1. Authorize the Mayor, or designee, to negotiate and execute a Second Amendment to the contract with People Coordinated Services of Southern California, Inc. (C#120896) for an unchanged contract amount of \$800,000 derived from these revised sources: \$600,000 from the General Fund and \$200,000 from 2012 CalGRIP funds, to provide prevention services to the Newton GRYD Zone in accordance with the Scope of Work and Amendment attached to this Report, for a term of twelve months effective July 1, 2013

through June 30, 2014, subject to the availability of funds, compliance with City contracting requirements and approval of the City Attorney as to form;

2. Authorize the Mayor, or designee, to negotiate and execute a Second Amendment to the contract with P.F. Bresee Foundation (C#121399) for an unchanged contract amount of \$400,000 derived from these revised sources: \$200,000 from the General Fund and \$200,000 from 2012 CalGRIP funds, to provide prevention services to the Rampart/Pico Union Regional Strategy Area in accordance with the Scope of Work and Amendment attached to this Report, for a term of twelve months effective July 1, 2013 through June 30, 2014, subject to the availability of funds, compliance with City contracting requirements and approval of the City Attorney as to form;
3. Authorize the Mayor, or designee, to negotiate and execute a First Amendment to the contract with Los Angeles Conservation Corps (LACC) (C#122554) for an increased compensation amount of \$80,332.16 and a new total compensation of \$368,332.16, to provide 2013 Summer Night Lights arts programming in accordance with the Amendment attached to this Report, for a revised performance period of April 1, 2013 through March 31, 2014, subject to the availability of funds, compliance with City contracting requirements and approval of the City Attorney as to form;
4. Authorize the Mayor, or designee, to negotiate and execute a Second Amendment to the contract with Harder+Company (Harder) (C#121352) for an increased compensation amount of \$147,080 and a new total compensation of \$439,520, to provide online database management, technical assistance, data reporting and evaluation services relative to the Youth Services Eligibility Tool (YSET) in accordance with the Scope of Work attached to the Mayor's Transmittal, for a revised performance period of July 1, 2013 through July 31, 2014, subject to the availability of funds, compliance with City contracting requirements and approve of the City Attorney as to form;
5. Authorize the Mayor, or designee, to retroactively approve the Purchase Order Agreement with the United States Agency for International Development (USAID) for the Second Program Year in the amount of \$123,073.89, to provide technical assistance on the Gang Reduction and Youth Development (GRYD) Model of Practice to select countries including El Salvador, Guatemala, Honduras and Mexico, effective for a one-year term from June 1, 2013 through May 31, 2014, subject to the review and approval of the City Attorney as to form and legality;
6. Upon receipt of LACC funds in the amount of \$80,332.16, authorize the Controller to appropriate and transfer the funds to Mayor Fund 100/46, Account 003040 Contractual Services to support 2013 Summer Night Lights Program expenditures;
7. Authorize the Controller to:
  - a) Establish a new fund entitled United States Agency for International Development (USAID) Technical Assistance Fund No. XXX/46 and a receivable in the amount of \$123,073.89,

reimburse the General Fund for USAID approved expenditures upon presentation of documentation or proper demand from the Mayor's Office, and create new appropriation accounts within the new Fund No. XXX/46 as follows:

<u>Appropriation Account</u>	<u>Account Name</u>	<u>Amount</u>
46K146	Mayor Salaries	\$ 50,287.58
46K299	Related Costs	30,504.86
46K213	Travel	42,281.45
	Total Amount	<b>\$123,073.89</b>

- b) Transfer appropriations in an amount not to exceed \$80,792.44 from USAID Technical Assistance Fund No. XXX/46 to reimburse the General Fund for USAID expenditures as follows:

From:

<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46K146	Mayor Salaries	\$50,287.58
XXX/46	46K299	Related Costs	30,504.86
		Total:	<b>\$80,792.44</b>

To:

<u>Fund/Dept</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
100/46	001020	Salaries Grant Reimbursed	\$50,287.58
100/46	5346	Related Cost Reimbursement	30,504.86
		Total:	<b>\$80,792.44</b>

8. 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

There is no additional impact on the General Fund. Funding for the proposed contract amendments, Summer Night Lights Program fund reallocation and USAID funds acceptance and program implementation is available in the Fiscal Year 2013-14 Adopted Budget, Federal and State grants or other sources. The recommendations in this report comply with City financial policies in that the proposed funding is balanced against established revenue approved in previous Council actions and from Federal and State grants and other sources. All funding is subject to the availability of grant funds and funding determinations by Mayor and Council.

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Attachments