

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0030

Date: August 7, 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

*RHL  
RLW*

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR CONTINUATION FUNDING FOR THE COUNTY OF LOS ANGELES DEPARTMENT OF WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES' NEIGHBORHOOD JUSTICE PROGRAM**

Attached is the Grant Acceptance Packet (Packet) for the Neighborhood Justice Program from the County of Los Angeles Department of Workforce Development, Aging and Community Services (WDACS) in the amount of \$137,810. Grant funding will be used by the City Attorney's Office to support the direct and indirect costs of two Administrative Coordinator I positions to support the Neighborhood Justice Program. The grant performance period is effective for a one year period beginning July 1, 2018 and ending June 30, 2019. As a participant in the Grants Pilot Program, the City Attorney's Office submitted the packet for review and analysis by the CAO Grants Oversight Unit and the appropriate CAO Analyst.

In accordance with the approved procedures for this Pilot, 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:04190002a

Attachment

**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> June 14, 2018
<b>Grant Award Title:</b> Dispute Resolution Program-Victim Offender		<b>Grant Amount:</b> \$137,810 <b>Prior Grant Award(s):</b> \$137,810
<b>Awarding Agency:</b> County of Los Angeles Department of Workforce Development, Aging and Community Services		
<b>Grant Agreement Number/Reference:</b>	<b>Performance Start Date:</b> July 1, 2018	<b>Performance End Date:</b> June 30, 2019
<b>Purpose:</b> The City Attorney requests authority to accept grant funding in the amount of \$137,810 from the County of Los Angeles Department of Workforce Development, Aging and Community Services for the Neighborhood Justice Program for a grant performance period of July 1, 2018 to June 30, 2019. Grant funding will support the direct and indirect costs of two Administrative Coordinator I positions to support the program.		

<b>Checklist for Grant Acceptance:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>1. Authority for Grant Acceptance</b>				
• Department requests acceptance of the Grant	X			( ) Terms/Conditions outlined in Award Notice/Grantor Agreement
<b>2. Match Requirement Review</b>				
• Match Sources Identification completed			X	( ) Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested			X	( ) Submit to CAO for review
<b>3. Charter Section 1022 Determination</b>				
• Charter Section 1022 findings completed			X	( ) Submit to CAO for review and determination
<b>4. Provisions for Grant-Funded Contracts</b>				
• Standard and Grantor Provisions or equivalent language is included			X	( ) Incorporate Provisions or Language into proposed agreement
• Pro Forma Agreement RFP <input type="checkbox"/> MOU <input type="checkbox"/> PSA <input type="checkbox"/>			X	( ) Submit to City Attorney for review and approval; copy to CAO
<b>5. Personnel Authorities</b>				
• Department has submitted a request for position(s)			X	( ) Review documents and make determination
<b>6. Grant Implementation Recommendations</b>				
• Department has submitted grant implementation instructions	X			( ) Submit to CAO for review
<b>7. Controller Instructions for Fund/Accounts Set-Up</b>				
• Department has requested Funds/Accounts Set-up	X			
<b>8. Governing Body Resolution/Certification</b>				
• Department has submitted Resolution/Certification			X	( ) Submit to CAO and City Attorney for review
<b>9. Fiscal Impact Analysis</b>				
• Department has submitted Fiscal Impact Statement	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 requests authority to accept \$137,810 in grant funding for the Neighborhood Justice Program (NJP) from the County of Los Angeles Department of Workforce Development, Aging and Community Services. The purpose of the NJP is to provide eligible first-time, non-violent misdemeanor offenders an opportunity to participate in a pre-filing diversion program in lieu of having their case filed and processed through the traditional criminal justice system. As of July 3, 2018, NJP has received a total of 3,745 referrals for pre-filing diversion, initiated 2,269 diversion cases, and successfully resolved 1,792 of them. NJP has co-located 10 community panel sites at Family Source Centers throughout the City of Los Angeles. As part of a way to repair the harm caused to their community through their actions, NJP participants have completed 16,936 hours of community service throughout Los Angeles. The grant funds will continue to fund two Administrative Coordinator I (AC I) resolution authority positions to perform the work related to the grant. This is the fifth year the City Attorney's Office is receiving this grant.

Grant funding in the amount of \$137,810 is provided by the County of Los Angeles Department of Workforce Development, Aging and Community Services to provide \$98,017 for salaries and \$38,687 for fringe benefits of two AC I positions for a period of one year, as well as \$356 for office supplies, and \$750 for volunteer recognition. The City will contribute \$24,681 for indirect costs of Central Services and Department Administration. A required match of \$34,453 will be applied from a portion of the indirect costs and \$9,772 in earned credit from volunteer hours contributed at \$25 an hour. There is no new General Fund impact as the \$24,681 is included in the FY 2018-19 Adopted Budget.

**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:

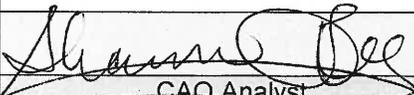
1. Authorize the City Attorney or designee to approve the Standard Agreement with the County of Los Angeles Department of Workforce Development, Aging and Community Services for the period of July 1, 2018 to June 30, 2019, subject to the approval of the City Attorney as to form;
2. Accept funding in the amount of \$137,810 from the County of Los Angeles Department of Workforce Development, Aging and Community Services per Amendment No. 5 as previously authorized by Council (C.F. 14-0882) for the fifth year of operations;
3. Approve the City cash and in-kind match in the amount of \$34,453 for the period of July 1, 2018 through June 30, 2019;
4. Authorize the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$137,810 from the County of Los Angeles;
  - b. Establish a new appropriation account within Fund 368 as follows: Account No. 12R702 – DRPA VO Grant - \$137,810;
  - c. Transfer \$98,017 from Fund 368, Account 12R702 to Fund 100, Department 12, Account No. 001010 – Salaries General;
  - d. Upon receipt of grant funds, transfer up to \$38,687 from Fund 368, Account 12R702 to Fund 100, Department 12, Revenue Account 5361-Related Cost Reimbursements Other Funds; 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):

Approval of this request will allow for the disbursement of Neighborhood Justice Program funding from the County of Los Angeles. Grant funding will cover the direct and indirect costs of two Administrative Coordinator I positions. There is no new General Fund impact. 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.

Doc. No. 041900002		
 CAO Analyst	 Chief	 CAO/Assistant CAO
		8/16/18 Date