

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01759-1145

Date: March 5, 2015

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
John White, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer

Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE
LOS ANGELES COUNTY HOMELESS COURT PROGRAM**

Attached is the Grant Acceptance Packet for the Los Angeles County Sub-award in the amount of \$89,000 received by the City Attorney's Office. The City is a subcontractor to Public Counsel and provided Homeless Court Program services including review of case files, eligibility assessment, dismissal motions and related correspondence for the performance period of October 29, 2014 through March 5, 2015. As a participant in the Grants Pilot Program, this department 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 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
- Department Request for Acceptance of Grant Award
- Sub-Award Agreement with Los Angeles County

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

MAS:ACA:CLF:04150072c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: n/a
Grant Award Title: Homeless Court Program		Grant Amount: \$89,000 Prior Grant Award(s): \$0
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference:	Performance Start Date: October 29, 2014	Performance End Date: March 5, 2015
Purpose: The Office of the City Attorney requests authority to receive grant funding from the County of Los Angeles in the amount of \$89,000 that will reimburse the City Attorney's Office for supporting the Homeless Court Program from October 29, 2014 to March 5, 2015.		

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
• Department requests acceptance of the Grant	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
• Match Sources Identification completed			X	() Obtain match requirements from Award Notice/Grantor Agreement
• Additional Funds requested			X	() Submit to CAO for review
3. Charter Section 1022 Determination				
• Charter Section 1022 findings completed			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
• 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
5. Personnel Authorities				
• Department has submitted a request for position(s)		X		() Review documents and make determination
6. Grant Implementation Recommendations				
• Department has submitted grant implementation instructions	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
• Department has requested Funds/Accounts Set-up	X			
8. Governing Body Resolution/Certification				
• Department has submitted Resolution/Certification			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
• 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 Office of the City Attorney requests authority to accept \$89,000 in grant funding from the County of Los Angeles for the Homeless Court Program. The Homeless Court Program assists homeless individuals or those at risk for homelessness to resolve legal issues, such as minor traffic citations, warrants, and quality of life citations. The City Attorney reports that the County of Los Angeles will be implementing a redesigned Homeless Court program set to begin on March 6, 2015. In the interim, grant funding is provided to the City Attorney's Office to address and close out 89 remaining case referrals. It should be noted that this Office previously submitted a grant acceptance packet for the Homeless Court Program on December 11, 2014 in the amount of \$12,500 (C.F. 14-1755). This grant acceptance packet in the amount of \$89,000 replaces the grant acceptance packet previously submitted for \$12,500. Grant funding is provided to reimburse the General Fund for salary expenditures for one Deputy City Attorney III, one Deputy City Attorney IV, one Legal Secretary, and one temporary Legal Clerk. These positions provide legal and administrative support for the program, including reviewing case files, assessing eligibility, executing dismissal motions and preparing correspondence.

The total cost of the program is \$115,673, of which \$89,000 will be reimbursed to the City as follows: \$63,521 in salaries for one Deputy City Attorney III, one Deputy City Attorney IV and one Legal Secretary I, \$20,924 in fringe benefits for the three positions, and \$4,555 in contractual services to hire one temporary Legal Clerk. The positions authorities are already provided through the 2014-15 Adopted Budget, therefore no additional position authorities are required. There is no matching requirement for this grant, however, the City will have to bear overhead costs, which includes \$11,675 in central services and \$14,998 for department administration, totaling \$26,673 not reimbursed by the grant.

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:



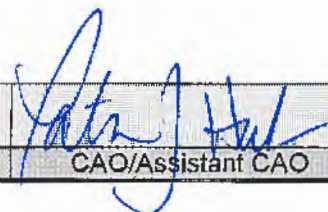
1. Authorize the City Attorney, or his designee, to approve the accompanying Memorandum of Understanding (MOU) between the City of Los Angeles and County of Los Angeles in the amount of \$89,000 to support the Homeless Court Program from October 29, 2014 to March 5, 2015, and authorize the City Attorney, or his designee, to execute said MOU on behalf of the City, subject to the approval of the City Attorney as to form and legality;
2. Accept the grant funding in the amount of \$89,000 from the County of Los Angeles;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$89,000 from the County of Los Angeles;
 - b. Establish a new appropriation account within Fund 368 as follows:
 Account 12L860 - Homeless Court - \$89,000
 - c. Upon receipt of funds, transfer \$89,000 from Fund 368, Account 12L860, Homeless Court to Fund 100, Department 12, Revenue Source Code 5301, Reimbursement from Other Funds/Depts; and,
4. Authorize the City Attorney, or his designee, 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 funds from the County of Los Angeles for the Homeless Court Program in the amount of \$89,000. The total cost of the program is \$115,673, of which \$89,000 will be reimbursed by the County of Los Angeles. The General Fund impact will be \$26,273 for overhead costs (central services and department administration) not reimbursed by the grant. No additional appropriation is needed. There is no matching requirement for this grant.

 CAO Analyst	 Chief	 CAO/Assistant CAO	3/5/15 Date
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