

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01759-1149

Date: September 23, 2015

To: The Mayor  
The CouncilAttn: Mandy Morales, Mayor's Office  
John White, City Clerk's OfficeFrom: Miguel A. Santana, City Administrative Officer *DMH  
RW*Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE  
LOS ANGELES COUNTY HOMELESS COURT CLINIC PROGRAM**

Attached is the Grant Acceptance Packet for the Los Angeles County award in the amount of \$810,400 received by the City Attorney's Office. The City will expand the Homeless Court Clinic Program to increase access and services for homeless individuals. The Homeless Court Clinic will be staffed by three full-time positions: one Deputy City Attorney II, one Legal Clerk I and one Administrative Coordinator I to oversee the clinics and outreach efforts, conduct client intake, complete background checks, eligibility assessment, file dismissal motions and related correspondence for a three-year performance period of June 25, 2015 through June 24, 2018. 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
- Grant Agreement with Los Angeles County
- Position Descriptions

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**

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