

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01759-1143

Date: December 11, 2014

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

From: Miguel A. Santana, City Administrative Officer

*MAS*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 \$12,500 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 March 6, 2014 through September 5, 2014. 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:04150029c

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

Recipient City Department: Office of the City Attorney		Award Notification Date:	
Grant Award Title: Homeless Court Program		Grant Amount: \$12,500 Prior Grant Award(s): \$0	
Awarding Agency: County of Los Angeles			
Grant Agreement Number/Reference:	Performance Start Date: March 6, 2014	Performance End Date: September 5, 2014	
Purpose: The Office of the City Attorney requests authority to receive grant funding from the County of Los Angeles. Funding in the amount of \$12,500 will reimburse the City Attorney's Office for supporting the Homeless Court Program from March 6, 2014 to September 5, 2014.			

Checklist for Grant Acceptance:	Yes	No	N/A	Comments
1. Authority for Grant Acceptance				
<ul style="list-style-type: none"> Department requests acceptance of the Grant 	X			() Terms/Conditions outlined in Award Notice/Grantor Agreement
2. Match Requirement Review				
<ul style="list-style-type: none"> Match Sources Identification completed 			X	() Obtain match requirements from Award Notice/Grantor Agreement
<ul style="list-style-type: none"> Additional Funds requested 			X	() Submit to CAO for review
3. Charter Section 1022 Determination				
<ul style="list-style-type: none"> Charter Section 1022 findings completed 			X	() Submit to CAO for review and determination
4. Provisions for Grant-Funded Contracts				
<ul style="list-style-type: none"> Standard and Grantor Provisions or equivalent language is included 			X	() Incorporate Provisions or Language into proposed agreement
<ul style="list-style-type: none"> 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				
<ul style="list-style-type: none"> Department has submitted a request for position(s) 		X		() Review documents and make determination
6. Grant Implementation Recommendations				
<ul style="list-style-type: none"> Department has submitted grant implementation instructions 	X			() Submit to CAO for review
7. Controller Instructions for Fund/Accounts Set-Up				
<ul style="list-style-type: none"> Department has requested Funds/Accounts Set-up 	X			
8. Governing Body Resolution/Certification				
<ul style="list-style-type: none"> Department has submitted Resolution/Certification 			X	() Submit to CAO and City Attorney for review
9. Fiscal Impact Analysis				
<ul style="list-style-type: none"> 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 \$12,500 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, quality of life citations. The County of Los Angeles has an agreement with Public Counsel, a non-profit organization, for the Homeless Court Program. The agreement names the City of Los Angeles as a subcontractor to Public Counsel to provide services for the Homeless Court Program, including reviewing case files, assessing eligibility, executing dismissal motions, and preparing correspondence.

The City of Los Angeles will be reimbursed \$12,500 for services provided by one Deputy City Attorney III assigned to provide services for the program for the period of March 6, 2014 to September 5, 2014. The grant funding will be used to reimburse the General Fund for salary expenditures related to the program. There is no matching requirement for this 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.

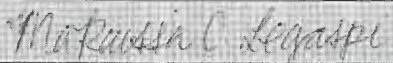


1. Approve and authorize the City Attorney, or his designee, to execute the attached contract between the City of Los Angeles and Public Counsel in the amount of \$ 12,500 to support the Homeless Court Program from March 6, 2014 to September 5, 2014, subject to the approval of the City Attorney as to form and legality;
2. Authorize the City Attorney, or his designee, to accept grant funding in the amount of \$12,500 from Public Counsel;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$12,500 from Public Counsel;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12L860 - Homeless Court - \$12,500
 - c. Upon receipt of funds, transfer up to \$12,500 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 \$12,500. This revenue will reimburse the General Fund for salary expenditures related to this program. There is no matching requirement for this grant.

 CAO Analyst	 Chief	 CAO/Assistant CAO	12/11/14 Date
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CITY ADMINISTRATIVE OFFICER

MICHAEL N. FEUER
CITY ATTORNEY

October 8, 2014

The Honorable Eric Garcetti
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Cary Gross

Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Holly Wolcott

Re: Homeless Court

Contact person: Michiko Reyes (213) 978-7020
Songhai Miguda-Armstead (213) 978-2167

Dear Mayor Garcetti and Members of City Council:

The City Attorney's Office is herewith transmitting for your approval of the Controller's instructions related to the Homeless Court Program totaling \$12,500, which provides reimbursable funding to the Los Angeles City Attorney's Office's for its role supporting the Homeless Court Program for the period March 6, 2014 through September 5, 2015. This agreement represents Amendment #6 to the Original Prime Agreement entered into between the County of Los Angeles and Public Counsel on May 14, 2008. Amendment #6 introduces a provision naming the City of Los Angeles as a subcontractor to Public Counsel to provide Homeless Court Program services that include reviewing case files, assessing eligibility, executing dismissal motions, and preparing correspondence.

The City of Los Angeles has long struggled to adequately address the conditions of homelessness and has one of the largest homeless populations in the country. The Homeless Court Program helps homeless individuals or those at risk for homelessness to resolve the legal barriers that are just one of the many challenges they face on the road to self-sufficiency. Homeless Court eliminates certain minor traffic citations, warrants, quality of life citations, and related fines – all of which can detrimentally affect a person's employment and housing opportunities.

A consortium of partners comprises the Los Angeles County Homeless Court Program, which includes the Los Angeles County Board of Supervisors, Los Angeles County Chief Executive Office, Superior Court of California, County of Los Angeles, Los Angeles City Attorney, Los Angeles County District Attorney, Los Angeles County Public Defender, and Public Counsel, in addition to homeless advocates.

Below represents the number of cases/matters served by Homeless Court in 2013-14 and estimated number of homeless court cases in FY 2014-15.

Period	# Applicants (cleared session, ineligible & those whose applications were returned)	# Participants invited to Session	# Session participants who attended session	# Motions for session participants	#Sessions
Mar 2013 – Feb 2014	400	143	68	560	2
Mar 2014 – July 2014	160	133	64	580	2

The total cost for FY 2014-2015 is \$ 12,500, of which \$ 12,500 is reimbursed by the County of Los Angeles. The grant funds are detailed as follows:

We, therefore, request that the City Council, subject to the approval of the Mayor, request the following:

1. **AUTHORIZE** the City Attorney or designee to accept the contract in the amount of \$ 12,500 to support Homeless Court from March 6, 2014 to September 5, 2014.
2. **ACCEPT** the funding in the amount of \$ 12,500 from Public Counsel.
3. **AUTHORIZE** the Controller:

- a. Establish a receivable from the County of Los Angeles in the amount of \$ 12,500.

- b. Establish the following appropriation account within Fund 368:

Account No. 12L860 - Homeless Court \$ 12,500

- c. Upon receipt of grant funds, transfer \$ 12,500 from Fund 368, Account 12L860 – Homeless Court to Fund 100, Department 12, Revenue Source 5301 reimbursement from other funds.

October 8, 2014

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4. **AUTHORIZE** the City Attorney, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and instruct the Controller to implement the instructions.

Thank you for your consideration to this matter. If you or your staff should have any questions or need any further information, please contact Michiko Reyes at 213 978-7020 or Songhai Miguda-Armstead at 213 978-8100.

Sincerely,


Leela Kapur
Chief of Staff

Cc: Miguel Santana, CAO
Maria Legaspi, CAO
Michiko Reyes, City Attorney
Songhai Miguda-Armstead

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department				
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Revision <input type="checkbox"/> Sub-Allocation				
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 213-215-5808
Project Manager: Songhai Miguda Armstead		E-Mail: songhai.miguda-armstead@lacity.org		Phone: 213-978-8100
Department/Bureau/Agency: City Attorney Criminal Division				Date: 10/8/2014
Grant Information				
Name of Grantor: County of Los Angeles			Pass Through Agency: n/a	
Grant Program Title: Homeless Court Program			Notification of Award Date: n/a	
Funding Source (Public or Private): <input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> Local <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Other	Grant Type: <input type="checkbox"/> Formula/Block <input type="checkbox"/> Competitive/Discretionary <input checked="" type="checkbox"/> Other	Funds Disbursement: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement	Agency's Grant ID: CFDA # _____ Other ID # _____ eCivis ID# _____	
Match Requirement: <input checked="" type="checkbox"/> None <input type="checkbox"/> Recommended <input type="checkbox"/> Mandatory _____ Amount = _____ % Match				
Match Type: <input type="checkbox"/> Cash <input type="checkbox"/> In-Kind Identify Source of Match: _____				
Fiscal Information:	Awarded Funds \$12,500	Match/In-Kind Funds \$	Additional/Leveraged Funds \$	Total Project Budget \$
Approved Grant Budget Summary:				
Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	12,500			
Fringe Benefits				
Indirect				
Equipment				
Materials/Supplies				
Travel				
Contractual Services				
Other				
Total:	12,500			
Approved Project				
Descriptive Title of Funded Project: Homeless Court Program				
Performance Period Start/End Dates (Month/Day/Year): Start: 3/6/14 End: 9/5/14		Citywide: <input checked="" type="checkbox"/> Affected Council District(s): All Affected Congressional District(s): All		
Purpose: <input type="checkbox"/> Capital/Infrastructure <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Program <input type="checkbox"/> Planning/Training <input type="checkbox"/> Pilot/Demonstration				
Identify Internal Partners (City Department/Bureau/Agency): LAPD, LAHSA, Public Counsel				
Identify External Partners:				
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.				
The Homeless Court Program serves to resolve minor traffic and quality of life offenses, as well as connect homeless and formerly homeless individuals with services, treatment and housing. This agreement marks the first time the Los Angeles City Attorney's Office is being reimbursed for its participation in this program, which began in 2008. Each year the program interfaces with 300 to 400 homeless individuals seeking services.				



City of Los Angeles Grant Award Notification and Acceptance

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.

None.

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
- Grant Project Cost Breakdown (Excel Document)
- Detail of Positions and Salary Costs (Excel Document)
- Copy of Award Notice
- Copy of Grant Agreement (if applicable)
- Additional Documents (if applicable)

Department Head Name:
MC Molidor

Department Head Signature:

Date:
10/08/14

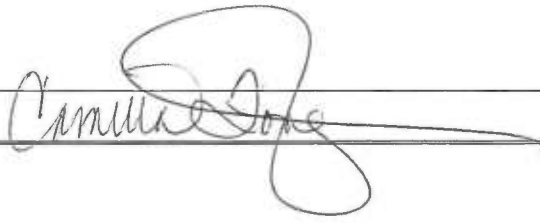
FOR CAO USE ONLY

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
- Returned to Department (Additional information/documentation has been requested.)
- Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:



Date: 12/9/14