



ERIC GARCETTI
MAYOR

September 30, 2015

Honorable Members of the City Council
c/o City Clerk
Room 395, City Hall

Re: 2015 Operation AmeriCorps Grant to operate the LA Promise Zone Operation AmeriCorps program

Dear Honorable Members:

Pursuant to Section 14.6 of the Los Angeles Administrative Code, the Mayor's Office of Economic Development is providing notification to the City Council of the grant application submission and subsequent award of grant funds in the amount of \$165,316 from the Corporation for National and Community Service (CNCS), for a performance period of October 1, 2015 to September 31, 2016. The grant funds will be used to operate the LA Promise Zone Operation AmeriCorps (LAPZ AmeriCorps) Program at FamilySource and YouthSource Centers during the 2015-16. The Mayor's Office requests authority from the City Council to accept the grant funds, negotiate and execute a contract with the Youth Policy Institute implement the LAPZ AmeriCorps program.

BACKGROUND

The LA Promise Zone Operation AmeriCorps program will target the critical community need of low post-secondary readiness of high school juniors and seniors in Hollywood, Central LA/Pico Union, Pacoima, Boyle Heights, South LA, and Watts. This place-based project will provide College and Career Centers at City of Los Angeles YouthSource and FamilySource Centers in these high poverty communities. Communities were selected based on higher than average need compared to the City as a whole.

A total of twelve (12) Operation AmeriCorps members will be trained to serve as College & Career Ambassadors to help prepare students for post-secondary options that include

two or four-year college, military service, national service, employment, internships, job training, or registered apprenticeships. These members are placed in interested Centers where existing resources and supervision are already committed. Members will work directly with high school students to help them explore and prepare for post-secondary options. In addition to the AmeriCorp members, two (2) VISTAs will be located at City Hall to provide support and capacity building for the project. Promise Zone Lead Implementation Partner, the Youth Policy Institute (YPI), currently implements a successful College & Career Ambassador program and will provide curriculum and training for the project and has one (1) VISTA to assist with capacity building.

Sites have been selected based on high need for College & Career Ambassador services that will support students to prepare for post-secondary options, while educating families on how they can support students to achieve their goals. The core objective of College & Career Ambassadors is to work with high school families to develop long-term awareness of the paths and challenges related to postsecondary opportunities, working with students to help them develop long-term future plans. The program will seek to have a ratio of 40 students per Ambassador, using a case management model that partner YPI has found effective in preparing at-risk students for college, jobs, military or national service, and other post-secondary opportunities.

The LAPZ AmeriCorps program will coordinate and engage with multiple community partners. This includes YPI, our lead implementation partner for the Promise Zone and a nonprofit organization offering a broad range of education and training programs focused around poverty eradication. YPI operates a youth center and a FamilySource Center in the Promise Zone, as well as a YouthSource Center in Pacoima, and will leverage those services to support participants enrolled in LAPZ AmeriCorps. In addition, YPI will provide curriculum and training to members. One of the VISTA members will be placed with YPI (along with a direct service member to meet AmeriCorps regulations of two per site) to support with curriculum development, training, and program coordination.

Coordinating with and leveraging the program services of our community partners operating FamilySource and YouthSource Centers will greatly enhance the LAPZ AmeriCorps program by providing complementary services that will help increase the impact of members' direct services. In addition, members may encounter challenges in working with high needs students that they are not equipped to address, so they will be able to refer these students to such community partner services as case management or academic tutoring.

The program will help strengthen community infrastructure in several ways, ensuring that the LAPZ AmeriCorps program's impact lasts beyond the two-year project period. The VISTA members who develop new curriculum modules and train members on new and existing workshop curricula will offer this training to staff of interested community partners.

This allows those staff to continue to offer the curricula after the Operation AmeriCorps program has ended.

The grant is expected to cover a two-year project period. In approving the two year project period, CNCS generally makes an initial award for the first year of operation. Continuation funding for the second year is not guaranteed and may be dependent on availability of appropriations and first year performance.

The application called for a minimum 24% match of the program costs. The match can be in-kind and cash. A breakdown of the grants budget and match resources are outlined in the chart below. The Mayor's Office has partnered with the Mayor's Fund for Los Angeles (Mayor's Fund) to secure funds in support of the LAPZ AmeriCorps program from private donations for each year of funding. Funding for Year 1, in the amount of \$45,000 has been secured by the Mayor's Fund.

AmeriCorps Members	CNCS GRANT	City of Los Angeles In-Kind Match	YPI In-kind Match	Mayor's Fund CASH Match	Total FY15-16 Allocation
Personnel Cost					
12 Members	\$156,000				
MOED Director		\$14,760			
Site Supervisor—El Centro de Ayuda		\$7,196			
Site Supervisor—WLCAC		\$7,196			
Site Supervisor—CRCD		\$8,303			
YPI Site Supervisors			\$23,144		
Other Cost					
Mileage				\$1,656	
Staff Travel	\$1,121				
Service Gear				\$600	
Member Training				\$240	
Background Checks				\$1,320	
FICA				\$11,934	
Workers Comp				\$4,680	
Healthcare Cost				\$23,760	
Program Share Admin	\$6,554				
Admin Cost	\$1,641	\$9,677		\$810	
Total	\$165,316	\$47,132	\$23,144	\$45,000	\$280,592

The Mayor's Office has submitted a grant program application to the Corporation for National and Community Service (Attachment 1) and seeks authorization to accept the Operation AmeriCorps grant from the Corporation for National and Community Service (CNCS) in the amount of \$165,316, and to negotiate and execute a contract with CNCS

to implement the LAPZ Operation AmeriCorps Program. The Mayor's Office also seeks authority to negotiate and execute a contract with the Youth Policy Institute to implement the LAPZ Operation AmeriCorps Program in partnership with the City and, disburse Operation AmeriCorps grant funds in support of the LAPZ AmeriCorps members.

Recommendations

It is therefore requested that the City Council:

1. **AUTHORIZE** the Mayor's Office of Economic Development to accept the 2015 Operation AmeriCorps grant in the amount of \$165,316 from the Corporation for National and Community Service;
2. **AUTHORIZE** the Mayor, or designee to negotiate and execute a contract with the Corporation for National and Community Service (CNCS) and any required documentation, for the performance period of October 1, 2015-September 30, 2015, subject to review and approval of the City Attorney as to form and legality;
3. **AUTHORIZE** the Mayor's Office, or designee to negotiate and execute a contract, with the Youth Policy Institute, Inc. for the, in an amount not to exceed \$210,316 (\$165,316 derived from CNCS Operation AmeriCorps grant funds and \$45,000 from Mayor's Fund for Los Angeles match funds) for implementation of the Los Angeles Promise Zone Operation AmeriCorps program and distribution of 2015 Operation AmeriCorps grant funds for the performance period of September 1, 2015 to August 31, 2016; subject to the review and approval of the City Attorney as to form and legality;
4. **AUTHORIZE** the Mayor's Office, or designee to accept the Match Grant in the amount of \$45,000 from the Mayor's Fund for Los Angeles, for the implementation of the LA Promise Zone Operation AmeriCorps Program, for a performance period of September 1, 2015 to August 31, 2016;
5. **AUTHORIZE** the Mayor's Office of Economic Development to submit to the grantor, on behalf of the City, requests for drawdown of funds or reimbursements of City funds expended for eligible grant purposes:
6. **AUTHORIZE** the Controller to:
 - a. Establish a new interest-bearing fund No. XXX/46, entitled "Fiscal Year 2015 Corporation for National and Community Service (FY15 CNCS Grant)" and create a receivable in the Fund in the amount of \$165,316 within the new FY15 CNCS Grant Fund;

- b. Expend and receive funds upon presentation of documentation and proper demand by the Mayor's Office of Economic Development to reimburse the City for approved FY15 CNCS Grant expenditures;
- c. Create new appropriation accounts within the new FY15 CNCS Grant Fund No.XXX/46 for the CNCS Grant, as follows:

Appropriation Account No.	Account Name	Amount
46M304	Contractual Services	\$165,316.00
46M445	Matching Funds	
	TOTAL:	\$165,316.00

- 7. Upon receipt of matching funds from the Mayor's Fund for Los Angeles, appropriate and transfer \$45,000 to the FY15 CNCS Grant Fund No. XXX/46, Account 46M445 Matching Funds; and
- 8. **AUTHORIZE** the Mayor, or designee, to prepare Controller instructions for any technical adjustments, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

FISCAL IMPACT

There will be impact to the General Fund of approximately \$14,760. The Mayor's Office is providing in-kind staffing support to administer/manage this grant. As proposed, the in-kind amount will be shared between the Mayor's office, and 4 FamilySource/Youth source centers.

Sincerely,



ERIC GARCETTI
Mayor

EG:ARM

Attachments

- 1 Operation AmeriCorps Grant Application