

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01894-0006

Date: November 16, 2016

To: The Mayor
The Council

Attn: Mandy Morales, Mayor's Office
Michael Espinosa, City Clerk's Office

From: Miguel A. Santana, City Administrative Officer



Subject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE
LOS ANGELES COUNTY DISPUTE RESOLUTION – VICTIM/OFFENDER
GRANT TO SUPPORT THE NEIGHBORHOOD JUSTICE PROGRAM**

Attached is the Grant Acceptance Packet for Los Angeles County Dispute Resolution – Victim/Offender Grant in the amount of \$137,810 for the support of Neighborhood Justice Program (NJP), a program designed to identify first-time, non-violent offenders, divert them from the traditional criminal justice system and encourage community participation in responding to quality of life crimes. The grant performance period is effective for a 12-month period from July 1, 2016 through June 30, 2017. 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
- Contract Amendment 1

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:04170046c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: July 2016
Grant Award Title: Neighborhood Justice Program		Grant Amount: \$137,810 Prior Grant Award(s): \$523,850
Awarding Agency: County of Los Angeles Department of Community and Senior Services		
Grant Agreement Number/Reference:	Performance Start Date: July 1, 2016	Performance End Date: June 30, 2017
Purpose: The City Attorney requests authority to accept grant funding in the amount of \$137,810 from the County of Los Angeles Department of Community and Senior Services for the Neighborhood Justice Program for a grant performance period of July 1, 2016 to June 30, 2017. Grant funding will support the direct and indirect costs of two Administrative Coordinator Is to support the program.		

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 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 Community and Senior 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 June 1, 2016, NJP has received a total of 1,644 referrals for pre-filing diversion, initiated 828 diversion cases, and successfully resolved 766 of them. Participant six-month and one-year recidivism rates are 2 percent and 3 percent respectively. NJP has co-located nine community panel sites at Family Source Centers throughout the City of Los Angeles. As part of their way to repair the harm caused to their community through their actions, NJP participants have completed 7,334 hours of community service throughout Los Angeles. The grant funds will continue to fund two Administrative Coordinator I (AC I) resolution authorities to perform the work related to the grant. This is the second 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 Community and Senior Services to provide \$97,569 for salaries and \$38,510 for fringe benefits of two AC I positions for a period of one year, as well as \$1,731 for volunteer expenses. The City match of \$34,453 includes \$9,885 for earned credit for volunteer hours contributed at \$25 an hour, and \$24,568 for indirect costs of Central Services and Departmental Administration. There is no new General Fund impact as the \$24,568 was included in the FY 2016-17 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:

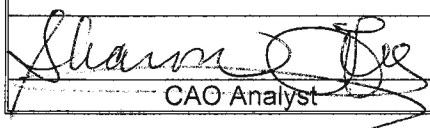
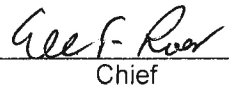

1. Accept funding in the amount of \$137,810 from the County of Los Angeles Department of Community and Senior Services per Amendment No. 2 as previously authorized by Council (C.F. 14-0882) for the second year of operations;
2. Approve the City cash and in-kind match in the amount of \$34,453 for the period of July 1, 2016 through June 30, 2017;
3. 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. 12N702 – DRPA VO Grant - \$137,810;
4. Transfer \$97,569 from Fund 368, Account 12N702 to Fund 100, Department 12, Account No. 001010 – Salaries General; 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.

 CAO Analyst	 Chief	 CAO/Assistant CAO	11/16/16 Date
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MICHAEL N. FEUER
CITY ATTORNEY

September 26, 2016

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: Approval of Continuation Funding between Office of the City Attorney, Neighborhood Justice Program and Los Angeles County Community and Senior Services for FY 2016-17

Contact person: Michiko Reyes (213) 978-7020
Jose A. Egurbide (213) 978-4096

Dear Mayor Garcetti and Members of City Council:

The Office of the City Attorney is transmitting for your review and approval third year continuation funding totaling \$137,810 in support of the City Attorney's Neighborhood Justice Program (NJP), a Victim/Offender post-arrest, pre-filing diversion program. City Council previously accepted a first-year (of a five year cycle) grant award per Council File # 14-0882. Funding will provide ongoing support for two NJP Administrative Coordinators.

Funding originates from the County of Los Angeles Department of Community and Senior Services, which serves as the pass through agency to allocate California Dispute Resolution Program Act monies. The FY 2016-17 funding appropriation will extend the operations of two NJP Administrative Coordinators to provide an ongoing alternative prosecution diversion service that empowers communities throughout the City of Los Angeles, and allows eligible first-time, non-violent offenders to move forward in a more positive way while avoiding the negative aspects of having their case filed and suffering a criminal conviction.

The total cost for the two Administrative Coordinators for FY 2016/17 is \$172,263 as detailed on the attached budget. Grant funds total \$137,810 and will be reimbursed by the County of Los Angeles with moneys received from California Department of

Mayor Garcetti and Honorable Council Members
September 26, 2016

Consumer Affairs through Dispute Resolution Program Act monies. Grant funds will be used as follows: Salary - \$97,569; Fringe Benefits - \$38,510; and Operating Expenses - \$1,731. The General Fund will contribute \$24,568 towards overhead, which was included in the FY 2016-17 adopted budget. No new General Fund impact will occur.

NJP provides eligible first-time, non-violent misdemeanor offenders a valuable 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 June 1, 2016, NJP has received a total of 1,644 referrals for pre-filing diversion, initiated 828 diversion cases, and successfully resolved 766 of them. Participant six-month and one-year recidivism rates are 2% and 3% respectively. NJP has successfully co-located nine community panel sites at Family Source Centers throughout the City of Los Angeles. As part of their way to repair the harm caused to their community through their actions, NJP participants have completed 7,334 hours of community service throughout Los Angeles.

The total cost of the two Administrative Coordinator positions is \$172,263. The total grant award from the County of Los Angeles is \$137,810 and will be used to provide:

\$ 97,569 for salaries
\$ 38,510 for fringe benefits
\$ 1,731 for volunteer expenses

Grant funds will be reimbursed by the County of Los Angeles upon submission of monthly invoices. The City match of \$34,453 includes the following:

\$ 9,885 for earned credit for volunteer hours contributed @ \$25/hr
\$ 24,568 for indirect costs (Central Services and Dept. Admin.)

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

1. ACCEPT funding in the amount of \$137,810 from the Community and Senior Services of Los Angeles County per Amendment No. 2 as previously authorized by City Council (File No.14-0882) for the second year of operations.
3. APPROVE the City cash and in-kind match in the amount of \$34,453 for the period of July 1, 2016 through June 30, 2017.
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:

Mayor Garcetti and Honorable Council Members
September 26, 2016

Account No. 12N702 – DRPA VO Grant - \$137,810.

5. Transfer **\$97,569**, from Fund 368, Account No. 12N702 to Fund 100, Department 12, Account No. 001010 – Salaries General.
6. Authorize the City Attorney 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.

Your favorable consideration of this request would be appreciated. Any questions may be directed to Budget Director Michiko Reyes at (213) 978-7020 or Jose A. Egurbide at (213) 978-4096.

Sincerely,



Leela Kapur
Chief of Staff

cc: Miguel Santana, CAO
Sharon Lee, CAO
Michiko Reyes, City Attorney
Jose Egurbide, City Attorney

Grant Name: Dispute Resolution Program (VO)		Additional Costs**			Department: Office of the City Attorney	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
Salaries						
1010 Salaries General				-		
1020 Salaries Grant Reimbursed	97,569		9,885	107,454	(\$9,885 Volunteers) match requirement	
1070 Salaries As Needed						
1090 Overtime						
Salaries Total:	\$ 97,569	\$ -	\$ 9,885	\$ 107,454		
Related Costs*						
	CAP Rate					
Fringe Benefits	39.47%	38,510	-	-	38,510	
Department Administration	10.17%		9,923		9,923	Match requirement
Central Services	15.01%		14,645		14,645	Match requirement
Related Costs Total:		\$ 38,510	\$ 24,568	\$ -	\$ 63,078	
Expense						
2120 Printing & Binding				-		
2130 Travel				-		
3040 Contractual Services				-		
3310 Transportation				-		
4160 Governmental Meetings				-		
6010 Office Supplies				-		
6020 Operating Supplies				-		
7300 Equipment				-		
Other Volunteer Expenses	1,731			1,731		
Expenses Total:	1,731	-	-	1,731		
Grand Total:	\$ 137,810	\$ 24,568	\$ 9,885	\$ 172,263		
*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)						
**Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.						

City of Los Angeles Grant Award Notification and Acceptance

Recipient Department

This Grant Award is: New Continuation/Renewal Supplemental Revision Sub-Allocation

Grants Coordinator: Janette Flintoft E-Mail: janette.flintoft@lacity.org Phone: 213-215-5808

Project Manager: Jose Egurbide E-Mail: Jose.egurbide@lacity.org Phone: 213-978-4096

Department/Bureau/Agency: City Attorney Date: 09/26/2016

Grant Information

Name of Grantor: County of Los Angeles Pass Through Agency:

Grant Program Title: Dispute Resolution Program - Victim Offender Notification of Award Date: July 2016

Funding Source (Public or Private): Federal State Local
 Foundation Corporation Other

Grant Type: Formula/Block Competitive/Discretionary Other

Funds Disbursement: Advance Reimbursement

Agency's Grant ID: CFDA # 11-2047
 Other ID # _____
 eCivis ID# _____

Match Requirement: None Recommended Mandatory Amount = 25 % Match

Match Type: Cash In-Kind Identify Source of Match: Volunteer Hours and General Fund

Fiscal Information:	Awarded Funds \$137,810	Match/In-Kind Funds \$34,453	Additional/Leveraged Funds \$28,892	Total Project Budget \$201,155
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Approved Grant Budget Summary:

Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries	97,569			
Fringe Benefits	38,510			
Indirect		24,568		
Equipment				
Materials/Supplies				
Travel				
Contractual Services				
Other	1,731	9,885		
Total:	137,810	34,453		

Approved Project

Descriptive Title of Funded Project: Dispute Resolution Program

Performance Period Start/End Dates (Month/Day/Year): Start: 07/01/16 End: 6/30/17 Citywide:

Affected Council District(s): Citywide
 Affected Congressional District(s): Citywide

Purpose: Capital/Infrastructure Equipment Program Planning/Training Pilot/Demonstration

Identify Internal Partners (City Department/Bureau/Agency): LAPD
 Identify External Partners: Citywide community organizations.

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 City Attorney's Neighborhood Justice Program will continue to provide diversion opportunities for eligible participants and strengthen communities through voluntary NJP panelists.

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.

The total cost of NJP for FY 2016-17 is \$172,263. The grant funds total \$137,810 and will be reimbursed by the County of Los Angeles with moneys received from California Department of Consumer Affairs through Dispute Resolution Program Act monies. Grant funds will be used as follows: Salary - \$97,569; Fringe Benefits - \$38,510; and Operating Expenses - \$1,731. The General Fund will contribute \$24,568 towards overhead, which was included in the FY 2016-17 adopted budget. No new General Fund impact will occur.

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:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Grant Award Notification and Acceptance | <input type="checkbox"/> Copy of Award Notice |
| <input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document) | <input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable) |
| <input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document) | <input type="checkbox"/> Additional Documents (if applicable) |

Department Head Name:
MC Molidor

Department Head Signature:

Date:

[Handwritten Signature] *3/24/16*

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:

[Handwritten Signature]

Date:

11/14/16