


**MIKE FEUER**  
CITY ATTORNEY

**MEMORANDUM**

To: The Honorable Eric Garcetti      Honorable Members of City Council  
Mayor of Los Angeles      City of Los Angeles  
City Hall      City Hall  
Los Angeles, CA 90012      Los Angeles, CA 90012  
Attention: Heleen Ramirez      Attention: Patrice Lattimore

From: Janette Flintoft, Director of Grants Operations 

Date: August 29, 2022

Re: FY 2022/23 Dispute Resolution Program (Community)  
CF # 19-1193

Transmitted herewith for Mayor and City Council consideration is FY 2022/23 funding totaling \$129,065 to provide ongoing support for three Dispute Resolution Program (DRP) positions. This figure reflects a \$20,000 reduction from FY 2021/22 due to decreased state funding availability through the California Dispute Resolution Program Act monies. Funding passes through the County of Los Angeles Department of Consumer and Business Affairs to grantees awarded through a competitive process. This term represents Year Four of a five year grant award for the period July 1, 2022 through June 30, 2023.

Now in its 32<sup>nd</sup> year, DRP provides citywide mediation services as an alternative to formal administrative or court proceedings. During FY 2021/22, DRP serviced 400 initiated disputes and successfully mediated 249 disputes, whereby both parties reached a mutually acceptable agreement. DRP also conducted community outreach to help build local capacity for individuals to informally resolve disputes, which included training of 25 mediators and five stakeholder groups.



**City of Los Angeles**  
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award is:		<input type="checkbox"/> New	<input type="checkbox"/> Continuation/Renewal
		<input type="checkbox"/> Supplemental	<input type="checkbox"/> Suballocation
Grants Coordinator:	Saminh Greenberg	E-Mail: <a href="mailto:saminh.greenberg@lacity.org">saminh.greenberg@lacity.org</a>	Phone: 213-978-3926
Project Manager:	Saminh Greenberg	E-Mail: <a href="mailto:saminh.greenberg@lacity.org">saminh.greenberg@lacity.org</a>	Phone: 213-978-3926
Department/Bureau/Agency:	City Attorney		Date: 09/02/2022

Grant Information			
Name of Grantor:		Pass Through Agency:	
Los Angeles County Workforce Development			
Grant Program Title:		Notification of Award Date:	
Dispute Resolution FY 2022-23 (Community) Department: City Attorney		07/01/2022	
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:
County/Regional	Non-Competitive/Formula		CFDA#:
			Other ID#:
			eCivis ID#:
Match Requirement:	Yes	Amount:	\$32,266.00 %Match 25
Match Type:	Cash/In-Kind	Identify Source of Match:	
<b>Fiscal Information:</b>	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:
	\$129,065.00	\$32,266.00	Total Project Budget:
			\$161,331.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Staff Salaries & Wages	\$121,436.00	\$0.00		City Attorney
Other				
Non-Personnel Costs	\$7,629.00	\$0.00		Misc
Total	\$129,065.00	\$0.00		

Approved Project			
Descriptive Title of Funded Project:		Dispute Resolution Program FY 2022-2023 (Community)	
Performance Period Start/End Dates (Month/Day/Year):		Citywide:	
Start: 07/01/2022	End: 06/30/2023	Affected Council District(s):	
		Affected Congressional District(s):	
Purpose:			
Identify Internal Partners (City Dept/Bureau/Agency):			
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.
Now in its 32nd year, DRP provides citywide mediation services as an alternative to formal administrative or court proceedings. During FY 2021/22, DRP serviced 400 initiated disputes and successfully mediated 249 disputes, whereby both parties reached a mutually acceptable agreement. DRP also conducted community outreach to help build local capacity for individuals to informally resolve disputes, which included training of 25 mediators and five stakeholder groups.

Recommendations
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 (such as contract and position authorities).

We therefore request that the City Council, subject to the approval of the Mayor: 1. AUTHORIZE the City Attorney or his designee to approve the Standard Agreement with the County of Los Angeles Department of Consumer and Business Affairs for the period of July 1, 2022 to June 30, 2023, subject to the approval of the City Attorney as to form. 2. ACCEPT funding in the amount of \$129,065 from the County of Los Angeles Department of Consumer and Business Affairs to maintain operations. 3. APPROVE the City cash and in-kind match in the amount of \$32,266 for the period of July 1, 2022 through June 30, 2023. 4. AUTHORIZE the Controller to: a. Establish a receivable within Fund 368 in the amount of \$129,065 from the County of Los Angeles b. Establish a new appropriation account within Fund 368 as follows: Account 12W711 – DRP CO Grant - \$ 129,065 c. Transfer \$121,436 from Fund 368, Department 12, Account 12W711 to Fund 100, Department 12, Account 001010 – Salaries General. 5. 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.

**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 the FY 2022-23 Dispute Resolution Program (Community) is \$202,558 of which \$129,065 will be reimbursed by the County of Los Angeles, Department of Consumer and Business Affairs. There is a match requirement of \$32,266, which will be satisfied through indirect costs. The City's general fund contribution is \$41,227.

**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 type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
<input type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input type="checkbox"/> Copy of Grant Agreement (if applicable)
<input type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)
Department Head Name: _____	Department Head Signature: _____ Date: 3/1/22

**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: \_\_\_\_\_

### FY 22-23 DISPUTE RESOLUTION PROGRAM BUDGET BUDGET SUMMARY

AGENCY NAME: Office of the Los Angeles City Attorney SUBWARD #: DRP192009  
 ADDRESS: 200 N. Spring Street, 23rd Floor, Los Angeles, CA 90012 AMENDMENT #: 4  
 CONTACT NAME: Mike Feuer CONTACT PHONE: (213) 978-8100

**SERVICE CATEGORY:** Community

#### A. FUNDING SUMMARY

PROGRAM FUNDING AMOUNT			
PROGRAM FUNDING*	SUBRECIPIENT MATCH **		GRAND TOTAL
	CASH	IN-KIND	
\$ 129,065.00	\$ 32,266.00	\$ -	\$ 161,331

#### B. PERSONNEL COSTS & NON-PERSONNEL COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Staff Salaries & Wages	\$ 121,436	\$ -	\$ -	\$ 121,436
Staff Fringe Benefits	\$ -	\$ 32,266	\$ -	\$ 32,266
Non-Personnel Costs	\$ 7,629	\$ -	\$ -	\$ 7,629
<b>Total</b>	<b>\$ 129,065</b>	<b>\$ 32,266</b>	<b>\$ -</b>	<b>\$ 161,331</b>

#### C. OTHER BUDGET COSTS

LINE ITEM EXPENDITURES				
LINE ITEM	PROGRAM FUNDING	SUBRECIPIENT MATCH		GRAND TOTAL
		CASH	IN-KIND	
Lower Tier Subrecipients Cost	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

\* The Program Funding must match the amount indicated in your agency's Award Letter.

\*\* Match must be at a minimum 25% of the Program Funding amount.

**AMENDMENT NO. 3**  
**TO SUBAWARD BY AND BETWEEN**  
**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS**  
**AND**  
**OFFICE OF THE LOS ANGELES CITY ATTORNEY**  
**FOR**  
**DISPUTE RESOLUTION PROGRAM (DRP)**  
**SUBAWARD PERIOD JULY 2022 – JUNE 2023**  
**SUBAWARD NUMBER DRP192008**

This Amendment No. 3 is made and entered in accordance with Section 8.0, Standard Terms and Conditions, Subsection 8.1, Amendments, of the above referenced Subaward Number DRP192008 by and between

COUNTY OF LOS ANGELES THROUGH ITS  
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (“DCBA”) (hereinafter  
“County”),

and

OFFICE OF THE LOS ANGELES CITY ATTORNEY  
(hereinafter “Subrecipient”)

Business Address:  
200 N. Spring Street, 23rd Floor  
Los Angeles, CA 90012

**RECITALS**

WHEREAS, reference is made to that certain document entitled “Office of the Los Angeles City Attorney Subaward Number DRP192008” executed on date June 27, 2019, (hereafter “Subaward”); and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward for the purpose of providing Dispute Resolution Program (DRP) services as provided in California Business and Professions Code Sections 465-471.5; and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward Amendment No. 1 to exercise the County's delegated authority to enter into the first option year, effective July 1, 2020 through June 30, 2021, and to allocate Fiscal Year 2020-21 DRP funding as further described herein; and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward Amendment No. 2 to exercise the County's delegated authority to enter into the second option year, effective July 1, 2021 through June 30, 2022, and to allocate Fiscal Year 2021-22 DRP funding as further described herein; and

WHEREAS, it is the intent of the parties to enter into this Subaward Amendment No. 3 to exercise the County's delegated authority to enter into the third option year, effective July 1, 2022 through June 30, 2023, and to allocate Fiscal Year 2022-23 DRP funding as further described herein; and

WHEREAS, Subaward provides that further changes to its terms may be made in the form of a written Amendment, which is formally approved and executed by the parties.

NOW THEREFORE, the parties hereto agree as follows:

1. This Amendment shall commence upon execution by all parties.
2. Section 5.0, Subaward Sum, Subsection 5.1, Total Subaward Sum, Subsection 5.1.2, Funding Allocations, Subsection 5.1.2.1 is deleted in its entirety and replaced as follows:
  - 5.1.2.1 During the term of this Subaward, Subrecipient shall receive funding for providing the Services outlined in this Subaward. ("Subaward Sum" or "Maximum Subaward Sum"). The Maximum Subaward Sum for this Subaward is **\$532,281**, and broken out as follows:
    - FY 2019-20: \$137,810
    - FY 2020-21: \$137,810
    - FY 2021-22: \$137,810
    - FY 2022-23: **\$118,851**
3. Section 5.0, Subaward Sum, Subsection 5.1, Total Subaward Sum, Subsection 5.1.2, Funding Allocations, Subsection 5.1.2.5 is deleted in its entirety and replaced as follows:
  - 5.1.2.5 Subaward Sum Year 2 Funding Source(s)
    - 5.1.2.5.1 The Subaward Sum Year 2 for this Subaward is comprised of monies which are identified by the funding source(s) or governing statute(s) listed below. The funding source(s) and governing statute(s) authorize County to use these monies to provide Program Services.

5.1.2.5.2 Dispute Resolution Program Act Year 2 funds available for use for contracted DRP Services: **\$137,810**

4. Section 5.0, Subaward Sum, Subsection 5.1, Total Subaward Sum, Subsection 5.1.2, Funding Allocations, Subsection 5.1.2.6 is added as follows:

5.1.2.6 Subaward Sum Year 3 Funding Source(s)

5.1.2.6.1 The Subaward Sum Year 3 for this Subaward is comprised of monies which are identified by the funding source(s) or governing statute(s) listed below. The funding source(s) and governing statute(s) authorize County to use these monies to provide Program Services.

5.1.2.6.2 Dispute Resolution Program Act Year 3 funds available for use for contracted DRP Services: **\$137,810**

5. Section 5.0, Subaward Sum, Subsection 5.1, Total Subaward Sum, Subsection 5.1.2, Funding Allocations, Subsection 5.1.2.7 is added as follows:

5.1.2.7 Subaward Sum Year 4 Funding Source(s)

5.1.2.7.1 The Subaward Sum Year 4 for this Subaward is comprised of monies which are identified by the funding source(s) or governing statute(s) listed below. The funding source(s) and governing statute(s) authorize County to use these monies to provide Program Services.

5.1.2.7.2 Dispute Resolution Program Act Year 4 funds available for use for contracted DRP Services: **\$118,851**

6. Section 1.0, Scope of Work, Subsection 1.3, Dispute Categories, Subsection 1.3.1, Community, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:

1.3.1 **Community:** Community disputes are those for which no court action has been initiated or for which resolution services are not required on the day of hearing. These may include, but are not limited to, disputes between consumers and merchants, tenants and landlords, businesses, coworkers, neighbors, students, and family members. This may also include disputes between representatives of law enforcement and members of the community.

7. Section 10.0, Specific Work Requirements, Subsection 10.2, Community Dispute Resolution, **first paragraph only**, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:

- 10.2 **Community Dispute Resolution:** Community Dispute Resolution Subrecipient shall provide service to requesting individuals who reside, conduct business, or operate, in the Los Angeles County Service Planning Area(s) (SPA(s)), as further defined in Exhibit P, Definitions, for which Subrecipient is approved by County to address disputes and for which no court action has been initiated or for which resolution services are not required on the day of hearing for **a maximum unit rate of \$740 per resolved case.**
8. Section 10.0, Specific Work Requirements, Subsection 10.2, Community Dispute Resolution, Subsection 10.2.2, Minimum Cases Resolved, Subsection 10.2.2.3, Resolved Cases in Other Areas, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:
- 10.2.2.3 **Resolved Cases in Other Areas**  
Beginning July 1, 2022 through June 30, 2023, Subrecipients shall be allowed to count a maximum of twenty (20) percent of Subrecipient's total Resolved Cases for cases resolved in which all parties to a dispute are outside of a Subrecipient's contracted area(s).
9. Section 10.0, Specific Work Requirements, Subsection 10.3, Civil Court Connected Dispute Resolution, Subsection 10.3.5, Resolved Cases in Other Areas, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:
- 10.3.5 **Resolved Cases in Other Areas**  
Beginning July 1, 2022 through June 30, 2023, Subrecipients shall be allowed to count a maximum of twenty (20) percent of Subrecipient's total Resolved Cases for cases resolved in which all parties to a dispute are outside of a Subrecipient's contracted area(s).
10. Section 10.0, Specific Work Requirements, Subsection 10.4, Restorative Justice Dispute Resolution, Subsection 10.4.7, Resolved Cases in Other Areas, of Exhibit A, Statement of Work, is deleted in its entirety and replaced as follows:
- 10.4.7 **Resolved Cases in Other Areas**  
Beginning July 1, 2022 through June 30, 2023, Subrecipients shall be allowed to count a maximum of twenty (20) percent of Subrecipient's total Resolved Cases for cases resolved in which all parties to a dispute are outside of a Subrecipient's contracted area(s).
11. Exhibit 1, County Recognized Holidays, shall be replaced with Exhibit 1-A and is attached hereto and incorporated herein by reference.
12. Exhibit W, Budget, "Exhibit W-3 (C), Budget FY 2022-2023," is added as an addendum to "Exhibit W, Budget," and is attached hereto and incorporated herein

by reference.

13. Exhibit X, Mandated Program Requirements (MPS), "Exhibit X-3 (C), MPS FY 2022-23," is added as an addendum to "Exhibit X, MPS," and is attached hereto and incorporated herein by reference.

All other terms and conditions of the Subaward shall remain in full force and effect.

(signature page to follow)

AMENDMENT NO. 3  
TO SUBAWARD  
BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
OFFICE OF THE LOS ANGELES CITY ATTORNEY  
SUBAWARD NUMBER DRP192008

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment No. 3 to be subscribed on its behalf by the Department of Consumer and Business Affairs, and the Subrecipient has subscribed the same through its authorized officer. The persons signing on behalf of the Subrecipient warrant under penalty of perjury that he or she is authorized to bind the Subrecipient.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
RAFAEL CARBAJAL  
DIRECTOR  
CONSUMER AND BUSINESS AFFAIRS

Date \_\_\_\_\_

**OFFICE OF THE LOS ANGELES CITY ATTORNEY**

By \_\_\_\_\_  
MIKE FEUER  
CITY ATTORNEY

Date \_\_\_\_\_

**APPROVED AS TO FORM:**

DAWYN R. HARRISON  
Acting County Counsel

By \_\_\_\_\_  
Deputy County Counsel

**COUNTY RECOGNIZED HOLIDAYS**

New Year's Day.....	January 1
Martin Luther King Jr.'s Birthday.....	The third Monday in January
Presidents' Day.....	The third Monday in February
Cesar Chavez.....	The last Monday in March
Memorial Day.....	The last Monday in May
Juneteenth.....	June 19
Independence Day.....	July 4
Labor Day.....	The first Monday in September
Indigenous People's Day.....	The second Monday in October
Veterans Day.....	November 11
Thanksgiving Day.....	The fourth Thursday in November
Friday after Thanksgiving.....	The Friday following the Fourth Thursday in November
Christmas.....	December 25

\* If January 1st, June 19th, July 4th, November 11th, December 25th falls upon a Saturday, the preceding Friday is a holiday.

\* If January 1st, June 19th, July 4th, November 11th or December 25th falls upon a Sunday, the following Monday is a holiday.