

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-01589-0041

Date: April 19, 2024

To: The Mayor
The CouncilAttn: Heleen Ramirez, Legislative Coordinator, Mayor's Office
Patrice Lattimore, Council and Public Services Division, City Clerk's OfficeFrom:  Matthew W. Szabo, City Administrative OfficerSubject: **PHASE II ECIVIS GRANTS MANAGEMENT PROGRAM – GRANT
ACCEPTANCE PACKET FOR THE LOS ANGELES COUNTY GRANT AWARD
DISPUTE RESOLUTION PROGRAM (RESTORATIVE JUSTICE)**

Attached is the Grant Acceptance Packet (Packet) for FY 2024 Dispute Resolution Program (DRP) grant award in the amount of \$137,810 from the County of Los Angeles Department of Consumer and Business Affairs for the period from July 1, 2023 through June 30, 2024. There is a 25-percent match requirement for this grant.

The DRP Neighborhood Justice Program (NJP), within the Office of the City Attorney, provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of going through the traditional criminal justice system process. The grant award of \$137,810 supports the following program costs: \$105,438 in salaries, \$2,581 in database and license costs, \$1,300 in office supplies and outreach materials, \$1,000 in training expenses, and \$27,491 in fringe benefits costs. The grant also fully supports one Administrative Coordinator I and partially supports one Deputy City Attorney III position. The total program cost is \$174,130 and consists of \$137,810 in grant funds and \$36,320 in related costs of which \$34,453 fulfills the 25-percent match requirement. These related costs are included in the City Attorney's 2023-24 Adopted Budget. There is no additional impact to the General Fund.

As a participant in the Phase II eCivis Grants Management Program, the City Attorney's Office submitted the Packet for review and analysis by the City Administrative Officer (CAO) Grants Oversight Unit and the assigned CAO analyst. This Office reviewed the Packet for completeness, conducted a concise analysis, prepared a Fiscal Impact Statement, and checked for compliance with the City's Financial Policies. The Packet consists of the following:

- Review of Grant Award and Acceptance Determination
- Department Request for Acceptance of Grant Award
- Grant Agreement

If you have any questions regarding the Grant Acceptance Packet, please contact Ed Roes (213) 978-7623.

MWS:EFR:04240106

Attachments

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

Recipient City Department: Office of the City Attorney		Award Notification Date: September 9, 2023
Grant Award Title: Dispute Resolution Program (Restorative Justice)		Grant Amount: \$137,810 – 5 th Year Prior Grant Award(s): \$137,810
Awarding Agency: County of Los Angeles		
Grant Agreement Number/Reference: DRP192008/C.F. 19-1194	Performance Start Date: 7/1/2023	Performance End Date: 6/30/2024
<p>Purpose: The Office of the City Attorney requests authority to accept a grant award of \$137,810 from the County of Los Angeles Department of Consumer and Business Affairs for the Fiscal Year 2023-24 Dispute Resolution Program (Restorative Justice) for a performance period of July 1, 2023 through June 30, 2024.</p> <p>The total program cost is \$174,130 and consists of \$137,810 in grant funds and \$36,320 in related costs not covered by the grant, but included in the City Attorney's 2023-24 Adopted Budget, of which \$34,453 fulfills the 25 percent match requirement. This is the fifth year of a five-year grant award.</p>		

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
10. Grant Award Summary				

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Review of Grant Award and Acceptance Determination

The Office of the City Attorney requests approval to accept the grant funding of \$137,810 from the County of Los Angeles Department of Consumer and Business Affairs to support the Dispute Resolution Program (DRP) Restorative Justice for a grant performance period from July 1, 2023 through June 30, 2024. There is a 25-percent match requirement of \$34,453. This is the fifth year of a five-year grant award period.

The Neighborhood Justice Program (NJP) Dispute Resolution Program (DRP) Restorative Justice provides eligible first-time, non-violent misdemeanor offenders the opportunity to participate in a pre-filing diversion program in-lieu of the traditional criminal justice system. The NJP operates both virtually and in-person through 12 community sites, including Family Source Centers, located throughout the City.

(Grant Award Summary continued on Page 3)

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. Authorize the City Attorney or designee to accept the accompanying grant award between the City of Los Angeles and the County of Los Angeles Department of Consumer and Business Affairs and authorize the City Attorney or designee to execute said grant agreement between the County of Los Angeles and the City of Los Angeles, subject to the approval of the City Attorney as to form;
2. Authorize the City Attorney or designee to accept the grant award in the amount of \$137,810 for the Neighborhood Justice Program (NJP) Dispute Resolution Program (DRP) Restorative Justice for the period of July 1, 2023 through June 30, 2024;
3. Authorize the Controller to:
 - a. Establish a receivable within Fund No. 368 Department No. 12 for this program in the amount of \$137,810;
 - b. Establish a new appropriation account Account No. 12Y702 within City Attorney Grants Fund No. 368 in the amount of \$137,810;
 - c. Upon receipt of grant funds and approval of grant expenses, transfer up to \$105,438 from City Attorney Grants Fund No. 368 Department No. 12, Account No. 12Y702, DRP FY 2024 (RJ), to Fund No. 100, Department No. 12, Account No. 001010, Salaries, General;
 - d. Upon receipt of grant funds and approval of grant expenses, transfer up to \$27,491 from City Attorney Grants Fund No. 368, Department No. 12, Revenue Source Code 5346, Related Cost Reimbursement from Grant, and,

(Recommendations continued on Page 3)

12. Fiscal Impact Statement

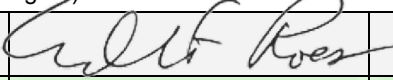

☒ **Yes** This Office finds that the Grant complies with City financial policies as follows (see below):

☐ **No** This Office finds that the Grant does not comply with City financial policies as follows (see below):

The total program cost of the Neighborhood Justice Program (NJP) Dispute Resolution Program (DRP) Restorative Justice is \$176,130 and consists of \$137,810 provided by the grant and \$36,320 in related costs included in the City Attorney's FY2023-24 Adopted Budget, of which \$34,453 fulfills the 25-percent match requirement. No additional Grant Fund appropriation is requested at this time. The recommendations in this report are in compliance with the City's Financial Policies in that budgeted appropriations will be balanced against grant receipts.

(Fiscal Impact Statement continued on Page 3)

Doc. No. 04240106

Roberta Orellana			04/19/2024
CAO Analyst	Chief	CAO/Assistant CAO	Date

10. Grant Award Summary (Continued from Page 2)

During FY 2022, the NJP initiated 619 diversion cases and successfully resolved 341 cases. A total of 20 mediators and 36 stakeholder groups underwent training. As of June 30, 2022, the NJP has received 6,542 referrals for diversion, initiated 4,048 diversion cases, and successfully resolved 3,775 cases. The NJP's total two-year citywide recidivism rate (including all 21 Los Angeles Police Department Area Divisions) is five percent. The NJP operates both virtually and in-person through 12 community panel sites and Family Source Centers located throughout the City of Los Angeles. The NJP participants have completed 26,335 hours of community service throughout Los Angeles.

The total cost of the program is \$174,130, of which \$137,810 is reimbursable to the City as follows: \$105,438 in salaries, \$2,581 in database and license costs, \$1,300 in office supplies and outreach materials, \$1,000 in training expenses, and \$27,491 in fringe benefits cost. The grant award will provide partial funding for one Deputy City Attorney III (15-percent) and full funding for one City Attorney Administrative Coordinator I (100 percent).

The total related costs is \$63,811, and is comprised of \$27,491 provided by the grant and \$36,320 included in the City Attorney FY 2023-24 Adopted Budget, of which \$34,453 fulfills the 25-percent match requirement. It should be noted that subsequent to the release of the City Attorney transmittal, a revised Grant Award Notification and Acceptance Form was provided to reflect all program costs. The revised Form is attached to this report.

11. Recommendations (Continued from Page 2)

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 authorize the Controller to implement the instructions.

12. Fiscal Impact Statement (Continued from Page 2)

The City's Financial Policies require that the City pursue Federal, State, and private grants, but strictly limit the financial support of these programs to avoid commitments that continue beyond available funding. The recommendations in this report are in compliance with the City's Financial Policies in that proposed funding is balanced against grant revenue approved by Council actions and from Federal and State grant receipts. All funding is subject to the availability of grant funds and determinations by the Mayor and Council.

Attachment

**City of Los Angeles**
Grant Award Notification and AcceptanceRevised as of:
4/10/2024

Recipient Department			
This Grant Award is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
Grants Coordinator:	Saminh Greenberg	E-Mail: saminh.greenberg@lacity.org	Phone: 213-978-3926
Project Manager:	Saminh Greenberg	E-Mail: saminh.greenberg@lacity.org	Phone: 213-978-3926
Department/Bureau/Agency:	City Attorney		Date: 12/23/2023

Grant Information				
Name of Grantor:		Pass Through Agency:		
Los Angeles County Department of Consumer Business Affairs				
Grant Program Title:		Notification of Award Date:		
Dispute Resolution Program FY 2024 (RJ)		09/01/2023		
Funding Source (Public / County/Regional)	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
	Non-Competitive/Formula		CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	Yes	Amount:	\$ 34,453	%Match 25%
Match Type:	Cash/In-Kind	Identify Source of Match:		
Fiscal Information:	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$ 137,810	\$ 34,453	\$ 1,867	\$ 174,130

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
Deputy City Attorney III	2,075	-		1% FTE
Administrative Coordinator I	103,363	-		100% FTE
	-			
Materials/Supplies				
Office Supplies	500	-		Misc Operating Costs and Supplies
Database and Licenses	2,581	-		Zoom and Adobe Sign Licenses
Outreach Materials	800	-		e.g. Water bill
Training Expenses	1,000	-		In person training expenses
Other				
CAP 41 Fringe Benefits	27,491	18,459		43.58% - Match Requirement Covered by City Atty Adopted Budget
CAP 41 Indirect Costs	-	15,994	1,867	16.94% - Match Requirement Covered by City Atty Adopted Budget
Total	\$ 137,810	\$ 34,453	\$ 1,867	

Approved Project	
Descriptive Title of Funded Project: Dispute Resolution Program FY 2024 (RJ)	
Performance Period Start/End Dates (Month/Day/Year):	
Start: 07/01/2023	End: 06/30/2024
Citywide:	
Affected Council District(s):	
Affected Congressional District(s):	
Purpose:	
Identify Internal Partners (City Dept/Bureau/Agency):	
Identify External Partners:	

Summary

Attachment

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.

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. During FY 2022, NJP initiated 619 diversion cases and successfully resolved 341 of them. A total of 20 mediators and 36 stakeholder groups underwent training. As of June 30, 2022, NJP had received a total of 6,542 referrals for pre-filing diversion, initiated 4,048 diversion cases, and successfully resolved 3,775 of them. NJP's total two-year citywide recidivism rate (including all 21 Los Angeles Police Department area divisions) is five percent.

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).

1. AUTHORIZE the City Attorney, or designee, to:
 - a. Approve the Standard Agreement with the County of Los Angeles Department of Consumer and Business Affairs for the period of July 1, 2023 to June 30, 2024, subject to the approval of the City Attorney as to form;
 - b. Accept the grant award in the amount of \$137,810 from the County of Los Angeles Department of Consumer and Business Affairs;
 - c. 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.
2. AUTHORIZE the Controller to:
 - a. Establish a receivable within Fund 368 in the amount of \$137,810 from the County of Los Angeles Department of Consumer and Business Affairs;
 - b. Establish a new appropriation account within Fund 368 as follows:
Account 12Y702 – DRP FY 2024 (RJ) - \$137,810
 - c. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$105,438 from Fund 368, Department 12, Account 12Y702 – DRP FY 2024 (RJ) to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the two (2) resolution authorities;
 - d. Upon receipt of grant funds and approval of grant expenses, TRANSFER up to \$27,491 from Fund 368, Department 12, Account 12Y702 – DRP FY 2024 (RJ) to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the DRP FY 2024 (RJ).


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 DRP FY 2024 (RJ) is \$174,130 of which \$137,810 will be reimbursed by the County of Los Angeles Department of Consumer and Business Affairs. The General fund contribution is \$36,320 in fringe and related costs (CAP 41) which are already included in the City Attorney adopted budget.

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: Kyle Kirkpatrick	Department Head Signature: 
	Date: 4/10/2024

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: