

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0130-02082-0000

Date: March 27, 2018

To: The Mayor
The CouncilAttn: Mandy Morales, Mayor's Office
Sharon Dickinson, City Clerk's OfficeFrom: 
Richard H. Llewellyn, Jr., City Administrative OfficerSubject: **GRANTS PILOT PROGRAM – GRANT ACCEPTANCE PACKET FOR THE
JOHN D. AND CATHERINE T. MACARTHUR FOUNDATION GRANT TO
SUPPORT THE CITY'S NEIGHBORHOOD JUSTICE PROGRAM**

Attached is the Grant Acceptance Packet for the John D. and Catherine T. MacArthur Grant Award in the amount of \$100,000 received by the City Attorney's Office. The grant funds will be utilized to support the City's Neighborhood Justice Program (NJP), a restorative justice program that allows first-time, non-violent misdemeanor offenders to participate in a pre-filing diversionary program in-lieu of traditional case filing and processing through the criminal justice system. Grant funds will support salary costs of up to two NJP administrative coordinators from January 1, 2018 through December 31, 2018. 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

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

RHL:ACA:CLF:04180076c

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

Recipient City Department: Office of the City Attorney		Award Notification Date: January 2018	
Grant Award Title: Neighborhood Justice Program		Grant Amount: \$100,000 Prior Grant Award(s): \$0.00	
Awarding Agency: John D. and Catherine T. MacArthur Foundation			
Grant Agreement Number/Reference:		Performance Start Date: January 1, 2018	Performance End Date: December 31, 2018
Purpose: The City Attorney requests authority to accept grant funding in the amount of \$100,000 from the John D. and Catherine T. MacArthur Foundation for the City Attorney's Neighborhood Justice Program for a grant performance period of January 1, 2018 through December 31, 2018. Grant funding will offset the direct costs of up to two City Attorney Administrative Coordinator I positions 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 \$100,000 in grant funding for the City Attorney's Neighborhood Justice Program (NJP) from the John D. and Catherine T. MacArthur Foundation. 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. NJP sites are co-located at 12 Family Source Centers throughout the City. Since its inception, NJP has received a total of 3,080 referrals for pre-filing diversion, and initiated 1,912 diversion cases, of which 1,758 were successfully resolved. As part of a way to repair the harm caused to their community through their actions, NJP participants have completed 13,164 hours of community service throughout Los Angeles and over 375 community volunteers have been trained. The grant funds will offset the salary costs for up to two City Attorney Administrative Coordinator I positions (AC I) to perform the work related to the grant.

Grant funding in the amount of \$100,000 is provided by the John D. and Catherine T. MacArthur Foundation to offset the salary costs for up to two AC Is for a period of one year. The City will contribute a total of \$64,650 for indirect costs; consisting of \$39,470 for Fringe Benefits and \$25,180 for Central Services and Department Administration. There is no new General Fund impact as the \$64,650 is included in the FY 2017-18 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. Authorize the City Attorney or designee to accept the award from the John D. and Catherine T. MacArthur Foundation for the period of January 1, 2018 through December 31, 2018, subject to the approval of the City Attorney as to form;
2. Accept funding in the amount of \$100,000 from the John D. and Catherine T. MacArthur Foundation;
3. Authorize the Controller to:
 - a. Establish a receivable within the Community Justice Initiative Trust Fund in the amount of \$100,000 from the John D. and Catherine T. MacArthur Foundation;
 - b. Establish a new appropriation account within the Community Justice Initiative Trust Fund as follows: Account No. 12P101 - MacArthur CJI Grant - \$100,000;
 - c. Transfer \$100,000 from the Community Justice Initiative Trust Fund, Account 12P101-MacArthur CJI Grant, to Fund 100, Department 12, Account No. 001010 - Salaries General; and
4. 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.

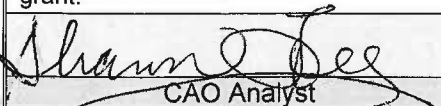
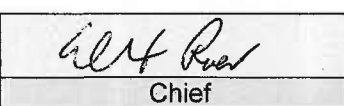

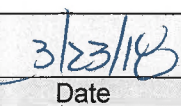
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12. Fiscal Impact Statement

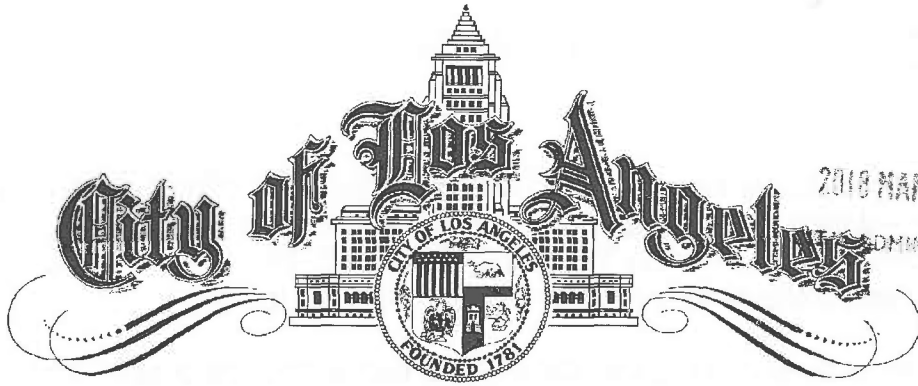
Yes This Office finds that the Grant complies with City financial policies as follows (see below):

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

Acceptance of this grant award will provide \$100,000 to the City Attorney's Office to offset the salary costs for up to two City Attorney Administrative Coordinator I positions assigned to the Neighborhood Justice Program. There is no new General Fund impact as the indirect costs of \$64,650 are funded in the FY 2017-18 Adopted Budget. The recommendations in this report are in compliance with the City's Financial Policies in that budget appropriations will be balanced against receipts expected from this grant.

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

March 2, 2018

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: John D. and Catherine MacArthur Funding

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 funding totaling up to \$100,000 to support the City Attorney's Neighborhood Justice Program (NJP), a restorative justice program. Funding originates from the John D. and Catherine MacArthur Foundation through a grant award to the County of Los Angeles, whereby the City Attorney's Office is a subrecipient. Grant funding will offset the costs of up to two NJP Administrative Coordinators from January 1, 2018 – December 31, 2018.

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. NJP sites are co-located at twelve Family Source Centers throughout the City of Los Angeles.

Since its inception, NJP has received a total of 3,080 referrals for pre-filing diversion, initiated 1,912 diversion cases, and successfully resolved 1,758 of them. As part of their way to repair the harm caused to their community through their actions, NJP participants have completed 13,164 hours of community service throughout Los Angeles and over 375 community volunteers have been trained.

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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 checked="" type="checkbox"/> Sub-Allocation					
Grants Coordinator: Janette Flintoft		E-Mail: janette.flintoft@lacity.org		Phone: 310--570-0686	
Project Manager: Jose Egurbide		E-Mail: jose.egurbide@lacity.org		Phone: 213-978-8100	
Department/Bureau/Agency: City Attorney			Date: 03/01/2018		
Grant Information					
Name of Grantor: California Community Foundation			Pass Through Agency:		
Grant Program Title: Neighborhood Justice Program			Notification of Award Date: January, 2018		
Funding Source (Public or Private): <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input checked="" type="checkbox"/> Foundation <input type="checkbox"/> Corporation <input type="checkbox"/> Other	Grant Type: <input type="checkbox"/> Formula/Block <input type="checkbox"/> Competitive/Discretionary <input type="checkbox"/> Other		Funds Disbursement: <input checked="" type="checkbox"/> Advance <input 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 \$100,000	Match/In-Kind Funds \$	Additional/Leveraged Funds \$61,260	Total Project Budget \$136,260	
Approved Grant Budget Summary:					
Category	Awarded	Match	Additional	Explanation	
Personnel					
Salaries	100,000				
Fringe Benefits				Already adopted in FY 2017/18 budget.	
Indirect				Already adopted in the FY 2017/18 budget.	
Equipment					
Materials/Supplies					
Travel					
Contractual Services					
Other					
Total:					
Approved Project					
Descriptive Title of Funded Project: Neighborhood Justice Program					
Performance Period Start/End Dates (Month/Day/Year): Start: 01/01/2018 End: 12/31/2018			Citywide: <input checked="" type="checkbox"/> Affected Council District(s): Citywide Affected Congressional District(s): Citywide		
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					
Identify External Partners: El Nido Family Source, Coalition for Responsible Community Development, Toberman Neighborhood Center, Youth Policy Institute, and Watts Labor Community Action, Latino Resource Center, New Economics for Women, Technology Youth Souce Center, Braude Constituent Center, and CD-8 Constituent Center..					
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.					
Established in 2015 through federal and private grant funding, NJP has grown into a citywide suite of twelve locations operating in partnership with nine community based organizations. NJP's transformative impact on neighborhoods, through the participation of local stakeholders and offenders alike, can be seen in the high levels of program satisfaction, unprecedented low levels of recidivism, measurable cost savings, and community strengthening.					

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.

Related costs to accept the up to \$100,000 grant award to offset NJP administrative coordinator salaries include \$39,470 for fringe benefits and \$25,180 for Central Services & Department Administration, for a total of \$64,650. There is no new General Fund impact as these were included in the adopted FY 2017/18 budget.

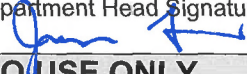
Acceptance Packet

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 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:
Janette Flintoft

Department Head Signature:



Date:

3/4/18

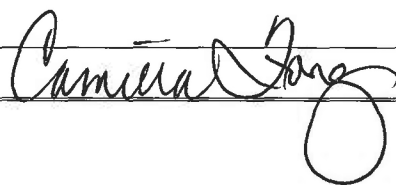
FOR CAO USE ONLY

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:

3/22/18

**Grant Award Notification and Acceptance
Grant Project Cost Breakdown**

Grant Name: California Community Foundation		Additional Costs**			Department: Office of the City Attorney	
Grant Project Breakdown	Grant Funds	City Funds	Non-City Funds	Total	Comments	
Salaries						
1010 Salaries General	100,000			100,000		
1020 Salaries Grant Reimbursed				-		
1070 Salaries As Needed						
1090 Overtime						
Salaries Total:	\$ 100,000	\$ -	\$ -	\$ 100,000		
Related Costs*						
	CAP 38 Rate					
Fringe Benefits	39.47%	39,470	-	39,470		
Department Administration & Central	10.17%	10,170		10,170		
Central Services	15.01%	15,010		15,010		
Related Costs Total:		\$ -	\$ 64,650	\$ -	\$ 64,650	
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				-		
Expenses Total:		-	-	-		
Grand Total:	\$ 100,000	\$ 64,650	\$ -	\$ 164,650		
*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.						

**Grant Award Notification and Acceptance
Detail of Positions Salary Costs for Grant**

NJP - Dispute Resolution Program				Other Funding Sources								
Project Name:				City				Non-City				
Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Non-Reimbursable**		Non-City		Comments
				No.	Cost	No.	Cost	No.	Cost	No.	Cost	
CA Admin Coor I	1		1	1	\$ 100,000	1	\$ 100,000					
Total:					\$ 100,000	1	\$ 100,000		\$ -		\$ -	
	<p>Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel. *Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.</p> <p>**Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.</p>											