

**BRENNAN**  
**CENTER**  
**FOR JUSTICE**

Brennan Center for Justice  
*at New York University School of Law*

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December 23, 2014

**Via Certified Mail and E-Mail**

Holly Wolcott  
City Clerk, City of Los Angeles  
200 N. Spring Street, Room 360  
Los Angeles, CA 90012  
[holly.wolcott@lacity.org](mailto:holly.wolcott@lacity.org)

**Re: California Public Records Request**

Dear Ms. Wolcott,

This is a request under the California Public Records Act (“PRA”), Cal. Gov’t. Code 6250 *et seq.*, on behalf of the Brennan Center for Justice at NYU School of Law. The Brennan Center seeks successfully executed Grant Agreements and supporting documentation pertaining to the acceptance and disbursement of the FY 2014 Edward Byrne Memorial JAG Grant administered by the federal Office of Justice Programs (OJP), for Fiscal Year (FY) 2014 (Catalog of Federal Domestic Assistance No. 16.738). The City of Los Angeles has been the direct recipient of funds from the JAG program, and in turn has entered into agreements with sub-recipients for the disbursement of JAG funding.

**Formal Request**

According to the OJP 2014 Financial Guide,<sup>1</sup> all grant recipients and sub-recipients are required to submit and maintain the following forms of supporting documentation for each sub-grant:

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<sup>1</sup> Office of Justice Programs, 2014 Financial Guide, 95-97 (2014) *available at* [http://ojp.gov/financialguide/PDFs/OCFO\\_2014Financial\\_Guide.pdf](http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf)

- A fully-executed Grant Contract.
- The final work plan or program narrative submitted as part of grant application
- A budget narrative and a final line item budget.
- Budget revision requests, if any, since grant implementation.
- Quarterly progress and financial reports.

Accordingly, the Brennan Center requests the successful grant agreements and the relevant supporting documents, as listed above, as they pertain to the disbursement of the FY2014 JAG grant to Los Angeles.

1. The City of Los Angeles executed a sub-recipient agreement between the City and the County of Los Angeles for a JAG sub-grant of \$954,429.30.<sup>2</sup> The Brennan Center requests a copy of the agreement along with any supporting documentation as detailed above, including project narratives and detailed budgets.
2. Los Angeles executed and implemented a Professional Services Agreement between the City of Los Angeles and the County of Los Angeles for the Community Law Enforcement and Recovery (CLEAR) program for a sub-grant of \$668,347.22.<sup>3</sup> The Brennan Center requests a copy of the agreement along with any supporting documentation as detailed above, including project narratives and detailed budgets.
3. The Brennan Center also request other successfully executed sub-recipient agreements between the City of Los Angeles and other entities pertaining to the disbursement of the FY 2014 JAG Award, along with relevant supporting documentation.

### **Response Required**

Consistent with the PRA, we ask that you release the responsive information promptly. If such information will not be provided within ten business days of the receipt of this request, please provide the date, within a reasonable time, when the information will be available.<sup>4</sup> To the extent that the Department chooses to withhold any information based on one or more exceptions under the PRA, please list in writing each and every document that is withheld, as well as the reasons for doing so.<sup>5</sup>

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<sup>2</sup> City of Los Angeles, Communication from Vice-Chair and Member, Public Safety Committee, relative to the FY 2014 Edward Byrne Memorial Justice Assistance Grant (JAG). File No. 14-1186 (2014) available at [http://clkrep.lacity.org/onlinedocs/2014/14-1186\\_rpt\\_ps\\_12-2-14.PDF](http://clkrep.lacity.org/onlinedocs/2014/14-1186_rpt_ps_12-2-14.PDF)

<sup>3</sup> *Id.*

<sup>4</sup> Cal. Gov't. Code § 6253 (c) (West 2011).

<sup>5</sup> *See id.* § 6255.

For records that contain some exempt material and some non-exempt material we request that you release records with appropriate redactions.<sup>6</sup> We also request that you provide us with the documents in electronic format wherever possible. .

Should you have any questions, please feel free to contact me by email at [meghan.koushik@nyu.edu](mailto:meghan.koushik@nyu.edu) or by phone at (646) 292-8382.

Sincerely,

A handwritten signature in black ink, appearing to read "Meghan Koushik", written over a horizontal line.

Meghan Koushik  
Research Associate, Liberty and National Security  
Brennan Center for Justice at NYU Law  
(646) 292-8382

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<sup>6</sup> See *id.* § 6253 (a).