



**COUNTY OF LOS ANGELES  
DEPARTMENT OF ARTS AND CULTURE**

1055 Wilshire Boulevard, Suite 800  
Los Angeles, CA 90017  
Tel (213) 202-5858  
www.lacountyarts.org

KRISTIN SAKODA, Director

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

February 27, 2024

37 February 27, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

Dear Supervisors:

**APPROVE RETROACTIVE SOLE SOURCE AMENDMENTS TO CONTRACTS WITH COMMUNITY BASED ORGANIZATIONS PROVIDING SERVICES FOR YOUTH IN PROBATION, FOSTER CARE, AND COMMUNITY SETTINGS (ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Los Angeles County Department of Arts and Culture (Arts and Culture) is requesting Board approval to execute four retroactive sole source amendments to contracts with Boyle Heights Arts Conservatory (BHAC), Community Partners FBO Justice for My Sister (JFMS), and Arts for Healing and Justice Network (AHJN) (collectively "Contractors") to add arts facilitator services to the contracted scope of work.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize Arts and Culture to execute retroactive sole source amendments to contracts RT\_005553 with BHAC, RT\_005559 with JFMS and RT\_005571 with AHJN to add arts facilitator services to the contracted scope of work, and to issue payments not to exceed \$190,000 to Contractors for delivered arts facilitator services, from February 1, 2023 through January 20, 2024.
2. Authorize Arts and Culture to execute a retroactive sole source amendment to contract RT\_005556 with BHAC to add arts facilitator services to the contracted scope of work, and to pay for delivered and future arts facilitator services, not to exceed a total budget of \$200,000 from February 1, 2023 through April 30, 2024.
3. Find that this contract is exempt from the provisions of the California Environmental Quality Act (CEQA).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will authorize Arts and Culture to make retroactive payments under four contracts for out-of-scope work performed at the direction of Arts and Culture staff.

In October and November 2021, Arts and Culture executed four contracts with three arts organizations (AHJN, BHAC, and JFMS) to provide arts-based instruction to youth and adult caretakers in Probation

facilities, community settings, and foster care facilities. The contracts resulted from a competitive solicitation process. The Board has delegated to the Director of the Department of Arts and Culture (approved annually during Budget Deliberations) authority to execute and amend contracts. However, that delegated authority does not extend to instances of sole source (adding services that were not originally solicited) or retroactivity (delivery of services outside of an active contract scope). Therefore, the Department does not have the authority to enter into sole-source amendments or retroactive amendments. The agreements will expire on June 30, 2024.

Contractors are nonprofit and fiscally sponsored community-based organizations that provide high quality arts instruction to systems-involved and systems-impacted youth in community, foster care, and probation settings as part of the Department of Arts and Culture's Arts Education and Youth Development partnerships with County sites.

Between February 2023 and September 2023, Arts and Culture staff authorized three contractors (AHJN, BHAC, and JFMS) to engage Arts Facilitators to provide additional services outside of the contracted and solicited scope of work and to bill Arts and Culture for those additional services at rates that were not approved or included in contracts or amendments.

"Arts Facilitators" (independent subcontractors or additional part-time employees) provide a broad range of possible services, including liaising with communities and participants, supporting contracted teaching artists to ensure curriculum is accessible to and responsive to the needs of participants, supporting and connecting youth participants to resources and networks, and collecting information to inform programming.

Arts and Culture discovered that Arts Facilitator services were being performed out-of-scope on October 18, 2023. Arts and Culture reviewed information and documentation provided by staff and contractors to develop recommendations for remediation and assess the impact of stopping services. Arts and Culture verified that Arts Facilitator services have been delivered by the contractors based on the direction they received from Department staff.

Arts and Culture's review indicated that services provided by Arts Facilitators, while out-of-scope, are of value to strengthen coordination and support in-scope program delivery for the benefit of the County, its partners, and youth served. Arts Facilitators provide additional support to contracted CBOs to mitigate challenges at County program delivery sites such as insufficient site staff with which to coordinate services, high rates of site staff turnover, unpredictability, and special needs of youth seeking services. Arts and Culture review also confirmed that the contractors performed out-of-scope work at the verbal and written direction of Department staff.

On January 5, 2024, Arts and Culture issued stop work notices to contractors halting the work of three Arts Facilitators in community settings by January 20, 2024. Arts and Culture will explore the reinstatement of Arts Facilitator services in community settings through a compliant and competitive solicitation process. Arts and Culture permitted contractor BHAC to continue Arts Facilitator services at Los Padrinos Juvenile Hall until Arts and Culture implements a plan to continue Arts Facilitator services in a manner that is compliant with County policies, which is expected to be in place by May 1, 2024. Continuing Arts Facilitator services in Los Padrinos is to avoid service disruption for youth in detention given the sensitivity of the populations being served through these contracts, and to support the safety of teaching artists providing services on site.

Arts and Culture recognizes this is a retroactive contract issue and is currently working to address the issue with the Retroactive Contract Review Committee (RCRC) consistent with County Policy No. 5.015 (Timely Submission of Contracts for Board Approval). Arts and Culture has initiated the review of the retroactive contracting issue with the RCRC and will make a presentation to the Retroactive Contract

Review Committee (RCRC) to discuss the factors that led to the retroactive situation and to present the Corrective Action Plan (CAP) developed by Arts and Culture to prevent the recurrence of future retroactive services. The CAP will also address any recommendations and findings from the Auditor-Controller's administrative investigation of this retroactive incident. The presentation to the RCRC is anticipated to occur in April 2024.

### **Implementation of Strategic Plan Goals**

Approval of these recommended actions is consistent with the County's Strategic Plan Goal 1, Operational Effectiveness/Fiscal Sustainability, and Goal 3, Integrated Services Delivery.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund. Payments for Arts Facilitator services across all four contracts will not exceed \$390,000. Funding sources for contracts are Juvenile Justice Crime Prevention Act and Mental Health Services Act. Appropriation for contracted services is included in Arts and Culture's FY2023-24 final adopted budget. The appropriation is sufficient to cover payment for delivered and projected Arts Facilitator services. Arts and Culture has verified that Arts Facilitator services are allowable expenses under the funding sources.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Board annually delegates authority to the Director of the Department of Arts and Culture to execute and amend contracts. This delegated authority does not extend to the approval of sole source contracts or amendments (adding services that were not solicited for) or retroactivity (delivery of services outside of an active contract scope). Therefore, the Department does not have the authority to amend the affected contracts and must seek the Board's authorization for the recommended actions.

Arts and Culture recognizes the out-of-scope Arts Facilitator services as retroactive services. Under the County's retroactive contracting procedures referenced in Policy 5.015, Departments must state whether late submission was avoidable or wholly outside the department's control. This retroactive incident was avoidable, as Department staff directed Contractors to provide the additional out-of-scope services. The additional out-of-scope services were not discovered by management until after Contractors began to deliver the services. Arts and Culture is requesting the approval of this Board Letter to avoid further delay of payment to Contractors (small community-based organizations) that have already absorbed the cost of the delivered services, which could cause financial hardship.

Additionally, under Policy 5.015, if a retroactive issue is deemed urgent by the department, the department may seek Board approval of the retroactive payment prior to meeting with the RCRC, with the understanding that the department will make the presentation to the RCRC subsequent to the Board's approval. Arts and Culture is seeking urgent payment to the four contractors because they are small nonprofit organizations with limited cash flow. Contractors provided Arts Facilitator services at the direction of Arts and Culture staff and have already issued payments to part-time employees or independent subcontractors. Contractors have not yet been paid for services dating as far back as the first quarter of FY2023-24, impacting their organizational finances. Arts and Culture seeks urgent payment to avoid the disruption of County services/programs and Contractor operations through the end of the contract term (June 30, 2024).

Arts and Culture also recognizes that Arts Facilitator services were not solicited, making the contract amendments sole source. Board Policy No. 5.100 requires written notice of a department's intent to enter into sole source negotiations for amendments to existing contracts when departments do not have delegated authority to change or increase the scope of services of the current contract. Arts and Culture provided the Board with a notification (Notification of Intent to Enter Into Sole Source Negotiations for Amendments with Three Community Based Organizations) on January 10, 2024 to comply with the policy.

The sole source justification is that services are needed to address an emergent or related time-sensitive need. Arts and Culture discovered that out-of-scope Arts Facilitator services were being delivered by Contractors at the direction of Arts and Culture staff and had engaged part-time employees or independent subcontractors and incurred expenses to do so. This emergent issue is also time-sensitive to resolve because Contractors are small arts organizations with limited cash flow. Additionally, in the case of the Artist Facilitator sited at Los Padrinos, the services are needed to prevent disruption of in-scope service delivery at Los Padrinos while Arts and Culture identifies a plan to continue Arts Facilitator services in a manner that is compliant with County policies, which is expected to be in place by May 1, 2024.

### **CONTRACTING PROCESS**

Upon Board approval, Arts and Culture will execute the retroactive sole source contract amendments (Attachments I, II, III, and IV) to add Arts Facilitator services to the contracted scope-of-work and the fee schedule.

Arts and Culture will present to the Retroactive Contract Review Committee (RCRC) to discuss the factors that led to the retroactive contracts and to discuss the Corrective Action Plan (CAP) developed by Arts and Culture to prevent the recurrence of future retroactive contracts. The CAP will address any recommendations and findings from the Auditor-Controller's administrative investigation of this retroactive incident. Recommendations made by the RCRC members will also be incorporated into the final CAP.

Arts and Culture will also re-design youth development solicitations, contracts, and administrative systems to ensure that youth development services continue to be delivered effectively and with adequate oversight in compliance with County policies and regulations.

### **IMPACT ON CURRENT SERVICES**

There will be no significant impact on current services.

### **CONCLUSION**

Upon approval by your Board, Arts and Culture requests the Executive Officer of the Board notify the Arts and Culture Administrative Deputy, Brandon Turner, at [bturner@arts.lacounty.gov](mailto:bturner@arts.lacounty.gov) or (323) 527-4358 when the documents become available to be circulated for execution by the Director.

Should you have any questions, please contact Heather Rigby, Chief Deputy, Arts and Culture, via email at [HRigby@arts.lacounty.gov](mailto:HRigby@arts.lacounty.gov) or (323) 336-3122.

Respectfully submitted,



KRISTIN SAKODA  
Director

KS:HR/BT

c: Chief Executive Office  
County Counsel  
Executive Officer, Board of Supervisors



# ATTACHMENT I



Contract No. RT\_005553-3

## YOUTH DEVELOPMENT THROUGH THE ARTS: ARTS IN COMMUNITIES

### Amendment No. 3

THIS AMENDMENT is made and entered into on \_\_\_\_\_,

by and between COUNTY OF LOS ANGELES (hereafter "County"), by and through Department of Arts and Culture (hereafter "Arts and Culture"),

and Boyle Heights Arts Conservatory (hereafter "Consultant").

WHEREAS, reference is made to that certain document entitled "YOUTH DEVELOPMENT THROUGH THE ARTS: ARTS IN COMMUNITIES AGREEMENT", dated October 8, 2021, and further identified as Agreement No. RT\_005553, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, on September 14, 2022, parties entered into Amendment No. 1 to extend the contract term, and increase the maximum obligation of County; and

WHEREAS, on May 26, 2023, parties entered into Amendment No. 2 to extend the contract term, adjust rates based on the Costs of Living, increase the maximum obligation of County, replace Exhibit B (Scope of Work) and Exhibit H (Invoice Worksheet), change the Agreement number; and

WHEREAS, it is the intent of the parties hereto to amend the Agreement retroactively to add Arts Facilitator services and make other hereafter designated changes.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment will be effective upon execution.

2. Exhibit B, SCOPE OF WORK, will be replaced with Exhibit B-3 – Revised Scope of Work, attached hereto and incorporated herein by reference
3. Exhibit H, REVISED INVOICE WORKSHEET, will be replaced with Exhibit H-3 – REVISED INVOICE WORKSHEET, attached hereto and incorporated herein by reference
4. Except for the changes set forth herein above, all terms and provisions of the Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the County of Los Angeles and Contractor have caused this Amendment to be executed on their behalf by their duly authorized representatives, the day and year first above written.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Kristin Sakoda, Director  
Department of Arts and Culture

Date: \_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_  
Franklin Acevedo, Board President  
Boyle Heights Arts Conservatory

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Heidy Vaquerano, Secretary  
Boyle Heights Arts Conservatory

Date: \_\_\_\_\_

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
Senior Deputy County Counsel

**SOLE SOURCE CHECKLIST**

Department Name: Arts and Culture

- New Sole Source Contract
  - Sole Source Amendment to Existing Contract
- Date Existing Contract First Approved: \_\_\_\_\_

10/1/21; 10/8/21; 10/13/21; 11/22/21

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input checked="" type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

**Anthony Baker**  
Digitally signed by Anthony Baker  
 Date: 2024.02.20 11:17:27 -08'00'  
 Chief Executive Office

2/20/24  
 Date



**EXHIBIT B-3**  
**REVISED SCOPE OF WORK**  
**YOUTH DEVELOPMENT THROUGH THE ARTS | ARTS IN COMMUNITIES**

**1. Project Description**

Beginning September 2021 and extending through June 30, 2024, highly qualified teaching artists from Boyle Heights Arts Conservatory (Consultant) will provide instruction in visual art, creative writing, music, dance, media arts or theatre for youth at LA County parks, public housing, or other community-based sites, as assigned by the Los Angeles County Department of Arts and Culture, and in close partnership with other County agencies.

Consultants will provide arts instruction and associated services for youth in each assigned location, where services generally include, but art not limited to:

- **Up to three (3) days per week** of instruction (most often scheduled Monday through Friday, though Saturday, Sunday, or evening workshops are sometimes requested)
- **Up to three (3) hours of instruction per day** (this could be split into multiple sessions of varying lengths, but generally will not exceed three hours total for each day of instruction)
- **Up to twenty (20) youth per session**

Consultants will ensure that:

- Sessions are taught by a team of two collaborating artists with specific experience in the delivery of healing-centered, culturally responsive arts instruction;
- Healing-centered curriculum is designed to meet youth development, career readiness, and/or social emotional learning outcomes;
- Curriculum that is aligned with established principles, themes and goals or Project Based Learning, as determined by site administrators
- Work products created by students remain at each site as evidence student learning; and
- Demonstrations of student learning through culminating events, performances and / or exhibitions are included in the instructional plan.

In addition, there is the opportunity to provide supplemental arts engagements or activities with youth, families, and/or staff at the assigned site or at other sites, as assigned by Arts and Culture. One 90-minute engagement for staff at the assigned site and one 3-hour family/intergenerational engagement are already included as optional elements of the contract per cycle. Any engagements beyond the number or type listed here must be discussed with and approved by Arts and Culture prior to delivery.

**2. Assigned Site**

Sites for the 2021-2024 program year may include, but are not limited to: City Terrace Park, Belvedere Park, and Pamela Park. The assigned sites may change during the program year, based on an assessment of the success of the program at the site. This assessment would

be done in conversation with Parks staff, Arts and Culture staff, and Consultant.

**Please note that there may be circumstances beyond the Consultant’s and/or Arts and Culture’s control that prevent the start of work or that interrupt the continuation/completion of work at a given site. The assigning of a contract is NOT a guarantee of work. Exhibit D details the guidelines around cancellation of classes.**

### **3. Arts Facilitator Services**

- 3.1 Contractor will provide Arts Facilitator Services to coordinate and support arts instruction with duties that include, but are not limited to:
  - 3.1.1 Communicating and coordinating with contracted community-based organizations, teaching artists, and County or site staff to support service delivery.
  - 3.1.2 Providing support to Teaching Artists including supporting classroom management, curriculum development, and program design, to ensure program delivery is responsive to participants’ needs.
  - 3.1.3 Conducting outreach and recruitment activities to support attendance by intended participants.
  - 3.1.4 Supporting the development of Site Service Agreements with County staff and site staff.
  - 3.1.5 Supporting professional development activities for adults serving youth populations.
  - 3.1.6 Providing healing-centered guidance for participating youth to support their continued access to, and attendance of, arts-based programs.
  - 3.1.7 Participating in meetings to share perspectives on student creativity, cooperation, and social-emotional growth through arts engagement.
  - 3.1.8 Monitoring community and County service sites to support the safety of youth and teaching artists, and follow established safety protocols as directed by Arts and the service sites.
- 3.2 Contractor will provide Arts Facilitator services from February 1, 2023 through January 20, 2024.
- 3.3 Contractor will invoice ARTS at a rate of \$100 per hour for Arts Facilitator services in accordance with the invoice schedule (Section 8 below), and rate schedule and invoice worksheet (Exhibit H). Contractor will not exceed 20 hours per week of Arts Facilitator services.

### **4. Payment of Artists**

Arts and Culture is deeply committed to advancing pay equity within the arts education field. The fee schedule employed for all Youth Development Through the Arts contracts was developed in conversation with our community of arts partners. It is expected that all Teaching Artists who work under this contract are adequately compensated for their time and expertise. While Arts and Culture does not monitor or track payment to Teaching Artists, it is our

expectation that Teaching Artists receive the full amount of the comprehensive fees allocated for their work under this contract. These fees include compensation for planning and curriculum design, direct instruction, set-up and clean-up, recruitment and community engagement, and an allocation for materials/supplies and mileage (or “miscellaneous costs” during the virtual instruction period).

## 5. Project Management

- Consultant will schedule and complete project planning meetings at each site prior to the launch of each cycle. Arts and Culture will be included in communication efforts to schedule meetings and will be notified of confirmed meeting dates, times and locations in a timely manner, to enable participation. Consultant agrees to comply with directives as listed in Exhibit C, Planning Guidelines.
- Arts and Culture will be included in communications between Consultant and Site staff, as outlined in Exhibit D, Scheduling, Cancellation, and Attendance Guidelines.
- Documentation of participant attendance will include a Participant Log (Exhibit I) for each site and the Workshop Sign-in Sheet (Exhibit J) for each workshop on a template provided by Arts and Culture. Upon Arts and Culture’s request, Consultant will submit completed Workshop Sign-in Sheets as additional support documentation.
- Consultant will provide Requests for LiveScan and Provisional Clearance Requests in a timely manner and agrees to comply with guidelines as described in Exhibit E, Clearance Procedures.
- Consultant will submit invoices as outlined in the Deliverables and Payment Schedule section of this document.
- Consultant will submit signed approval for any large-scale visual arts projects in advance of their production, as provided in Permanent Installation Design Approval form, Exhibit F.
- Consultant will attend a year-end debrief meeting with Arts and Culture.

## 6. Credit and Acknowledgement

- Consultant will acknowledge Youth Development through the Arts (“Project”) as follows: *Youth Development through the Arts is a project of the Los Angeles County Arts Education Collective and is implemented as a partnership between the Los Angeles County Probation Department, Los Angeles County Department of Arts and Culture and Boyle Heights Arts Conservatory.*
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project digital and print communications, promotional and product materials. The Arts Ed Collective and Arts and Culture logos must be no smaller than one inch in width, no smaller than the Consultant logo, and be placed as a standalone.
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project web pages and will hyperlink the Arts Ed Collective logo to [www.lacountyartsedcollective.org](http://www.lacountyartsedcollective.org), and the Arts and Culture logo to [www.lacountyarts.org](http://www.lacountyarts.org).
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project email blasts.
- Consultant will verbally share the above acknowledgement in all events and presentations of the Project.
- Consultant will include the above acknowledgement on all student work products to

- remain at each facility, including Project mural installation displays.
- Consultant will include the above acknowledgement in all press materials and releases.
- Consultant will submit all digital and print materials featuring the Arts Ed Collective and Arts and Culture logos, as well as all draft press releases announcing the Project, to Arts and Culture’s Director of Communications and Public Affairs for review and approval before finalizing, printing, or distributing.
- Consultant will provide a minimum of 48 hours notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

## 7. Reporting and Documentation

The submission of the following documents is required for all services, in accordance with the Deliverables and Payment Schedule below. Payments are contingent upon acceptable completion and submission of all deliverables and a final debrief meeting with Arts and Culture.

- **Exhibit F, Permanent Installation Design Approval Form** – If a permanent arts installation is planned for a site, it should be noted on the Site Service Agreement (Exhibit G). Detailed renderings of the design and content must be submitted for approval to the Department of Probation along with the Permanent Installation Design Approval Form (Exhibit F) provided by Arts and Culture. Approved renderings and signed approval form must be promptly reported to Arts and Culture.
- **Exhibit G, Site Service Agreement** – The workshop schedule, as well as the teaching artist(s) and Probation personnel assigned to the project, should be confirmed at an initial planning meeting and must be submitted on the Site Services Agreement. Revisions to the schedule must be noted and submitted in accordance with the instructions detailed in Exhibit G.
- **Exhibit H, Invoice Worksheet** – Documentation of the actual services delivered at each site must be submitted on a template provided by Arts and Culture.
- **Exhibit I, Participant Log** – Documentation of student participation in each workshop must be submitted on a template provided by Arts and Culture. The Participant Log is a summary of all participants during all sessions of the cycle. In the event that questions arise regarding youth participation, Arts and Culture may request that the Consultant also submit **Exhibit J, Sign-In Sheets**, as supporting documentation.
- **Photographic Documentation of Student Work** – High-resolution photographic images in digital format of students engaged in art-making and/or student work must be submitted.
- **Exhibit K, End of Cycle Report** – A written report must be submitted to Arts and Culture in accordance with the deliverables and payment schedule below, using a template provided by Arts and Culture. Reports will include but are not limited to a written narrative summarizing instruction provided at each site, the successes and challenges of the project, and recommendations for improvement and participation data.
- **Proposed Curriculum** (curriculum map or individual lesson plans) for instruction to be provided at each site.

- **Documentation of any press or media coverage** that featured this project.

## 8. Deliverables and Payment Schedule

### September 2021 - August 2022

The following table provides the tentative deliverables, invoicing deadlines, and maximum invoice amounts for this scope of work. All invoicing and payment will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the invoice Worksheet (Exhibit H) for each invoice period. All reimbursable payments require receipts for food and supplies and signed vouchers from individuals as documentation. A complete list of all reimbursable charges indexed to receipts and vouchers must be provided on a separate page.

Description of Services	Deadline	Payments
<b>FALL CYCLE—September – December 2021</b>		
<p><b><i>Deliverable Set 1</i></b>            Consultant will complete Fall Cycle project planning meetings at each assigned site            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Signed Site Service Agreement (Exhibit G)</li> <li>• Proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Upon signing of contract	Submitted invoice 1 for \$22,000
<p><b><i>Deliverable Set 2</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services through the invoice date</li> <li>• Participant Logs (Exhibit I) for services through the invoice date</li> <li>• CBO Monthly Service Delivery Forms</li> </ul>	November 19, 2021	Did not submit invoice for this period
<p><b><i>Deliverable Set 3</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• Participant Logs (Exhibit I) for services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> </ul>	January 7, 2022	Submitted invoice 3 for \$12,571

<ul style="list-style-type: none"> <li>Documentation of any press or media coverage that featured this project</li> </ul>		
<b>SPRING CYCLE January – June 2022</b>		
<p><b><i>Deliverable Set 4</i></b>            Consultant will complete Spring Cycle project planning meetings at each assigned site            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Signed Site Service Agreement (Exhibit G)</li> <li>Proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	January 28, 2022	Submitted invoices #4, 5, 6A and 6B for \$32,917
<p><b><i>Deliverable Set 5</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Invoice Worksheet (Exhibit H) detailing services through the invoice date</li> <li>Participant Logs (Exhibit I) for services through the invoice date</li> <li>CBO Monthly Service Delivery Forms</li> </ul>	March 18, 2022	Submitted invoices #4, 5, 6A and 6B for \$32,917
<p><b><i>Deliverable Set 6</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Invoice Worksheet (Exhibit H) detailing services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>Participant Logs (Exhibit I) for services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>End of Cycle report (Exhibit K)</li> <li>Documentation of Student Work</li> <li>Documentation of any press or media coverage that featured this project</li> </ul>	June 3, 2022	Submitted invoices #4, 5, 6A and 6B for \$32,917
<b>SUMMER CYCLE June- August 2022</b>		
<p><b><i>Deliverable Set 7</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Invoice Worksheet (Exhibit H) detailing services delivered from last invoice date through August 31, 2022</li> <li>Participant Logs (Exhibit I) for services delivered from last invoice date through August 31, 2022</li> <li>End of Cycle report (Exhibit K)</li> </ul>	September 15, 2022	Submitted invoice #5553-3 for \$44,648

<ul style="list-style-type: none"> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>		
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**ADDITIONAL SERVICES  
August 2022 - June 30, 2023**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) after the end of the quarter, as outlined below. All payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Invoice Worksheet (Exhibit H) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and Invoice Deadline
<b>First Quarter- August 16, 2022, through November 15, 2022</b>	
<p><b>Quarter 1</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered August 16, 2022 through November 15, 2022</li> <li>• Participant Logs (Exhibit I) for services delivered August 16, 2022 through November 15, 2022</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submitted invoice #9 for \$23,354</p>
<b>Second Quarter- November 16, 2022 through February 15, 2023</b>	
<p><b>Quarter 2</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from November 16, 2022 through February 15, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from November 16, 2022 through February 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submitted invoice #10 for \$37,470</p>
<b>Third Quarter- February 16, 2023 through May 15, 2023</b>	
<p><b>Quarter 3</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from February 16, 2023 through May 15, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from February 16, 2023 through May 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> </ul>	<p>Submit invoice for services delivered <b>February 16, 2023, through May 15, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before</u></p>

<ul style="list-style-type: none"> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<b><u>June 14, 2023</u></b>
<b>Fourth Quarter- May 16, 2023 through June 30, 2023</b>	
<p><b>Quarter 4</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from May 16, 2023 through June 30, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from May 16, 2023 through June 30, 2023</li> <li>• <b>End of year report (Exhibit K)</b></li> <li>• <b>Documentation of Student Work</b></li> <li>• <b>Documentation of any press or media coverage that featured this project</b></li> </ul>	<p>Submit invoice for services delivered <b>May 16 through June 30, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before <b>July 30, 2023</b></u></p>
<b>Maximum Sum Payable for Initial Term and First Extension Term Combined:</b>	<b>\$318,000</b>

**ADDITIONAL SERVICES  
July 2023 - June 30, 2024**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) days after the end of the quarter, as outlined below. All payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Invoice Worksheet (Exhibit H) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

<b>Description of Services</b>	<b>Service Period and Invoice Deadline</b>
<b>First Quarter- July 1, 2023, through September 30, 2023</b>	
<p><b>Quarter 1</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered July 1, 2023 through September 30, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered July 1, 2023 through September 30, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered July 1, 2023 through September 30, 2023</p> <p>Invoice and all documentation <u>must be received on or before <b>October 30, 2023</b></u></p>
<b>Second Quarter- October 1, 2023 through December 31, 2023</b>	
<p><b>Quarter 2</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from October 1, 2023 through December 31, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from October 1, 2023 through December 31, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered October 1, 2023 through December 31, 2023</p> <p>Invoice and all documentation <u>must be received on or before <b>January 31, 2024</b></u></p>



lesson plans)	<b>January 31, 2024</b>
<b>Third Quarter- January 1, 2024 through March 31, 2024</b>	
<p><b>Quarter 3</b></p> <p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from January 1, 2024 through March 31, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from January 1, 2024 through March 31, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered January 1, 2024 through March 31, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>April 30, 2024</u></b></p>
<b>Fourth Quarter- Period One - April 1, 2024 through May 15, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from April 1, 2024 through May 15, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from April 1, 2024 through May 15, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered April 1, 2024 through May 15, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>June 14, 2024</u></b></p>
<b>Fourth Quarter- Period Two – May 16, 2024 through June 30, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from May 16, 2024 through June 30, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from May 16, 2024 through June 30, 2024</li> <li>• <b>End of year report (Exhibit K)</b></li> <li>• <b>Documentation of Student Work</b></li> <li>• <b>Documentation of any press or media coverage that featured this project</b></li> </ul>	<p>Submit invoice for services delivered May 16, 2024 through June 30, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>July 30, 2024</u></b></p>
<b>Maximum Sum Payable for Initial Term, First Extension Term, and Second Extension Terms Combined:</b>	<b>\$ 591,730</b>

**Youth Development Through the Arts**  
**Revised Invoice Worksheet**  
**Exhibit H-3**

	Rates through May 15, 2023			
	Services: up to 5 weeks	Services: 6-10 weeks	Services: 11 -14 weeks	Services: 15 + weeks
<b>Fixed Coordination Expenses</b>				
Program Coordinator	\$ 1,000	\$ 2,000	\$ 2,500	\$ 3,750
Documentation Allowance	\$ 50	\$ 75	\$ 100	\$ 150
	<b>\$ 1,050</b>	<b>\$ 2,075</b>	<b>\$ 2,600</b>	<b>\$ 3,900</b>
Additional support staff (Case Manager, Artist Facilitator, etc.-- Flat fee, per cycle)	\$ 1,000	\$ 2,000	\$ 2,500	\$ 3,750
Additional program coordination fee (flat fee multiplied by the number of additional program strands)		\$ 1,500	\$ 1,500	\$ 1,500

<b>Fixed Instructional Expenses</b>				
On-Site Pre-Planning (2 artists @ \$75/hr - 2 hrs, including mileage/other)	\$ 405	\$ 405	\$ 405	\$ 405
Curriculum Coordination - stipend	\$ 300	\$ 400	\$ 500	\$ 500
Towards materials, misc	\$ 250	\$ 350	\$ 500	\$ 500
	<b>\$ 955</b>	<b>\$ 1,155</b>	<b>\$ 1,405</b>	<b>\$ 1,405</b>

<b>Variable Instructional Expenses</b>		<b>Unit Rate</b>
<b>Up to 90 minutes per session</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 90-min maximum, including prep/tear down and mileage/other)		\$ 405
<b>Up to 3 hours per session (including a "double" or "back-to-back" session)</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 3 hr maximum, including prep/tear down and mileage/other)		\$ 630

<b>Variable Expenses - A la carte items</b>		<b>Unit Rate</b>
Teaching Hand Off - up to 2 hours (2 artists @ \$75/hr - 90 minutes, including mileage/other)		\$ 330
Teaching Hand Off - 3 hours (2 artists @ \$75/hr - 3 hrs, including mileage/other)		\$ 555
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute session, 30 min of set up/tear down, 4 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc		\$ 1,100
Full-day professional development		\$ 5,000
Supplemental art materials		\$ 1,000
Family Engagement and/or Parks After Dark (PAD) (2 artists @ \$75/hr - 3hrs, including prep/tear down and mileage/other)		\$ 630
Arts Facilitator Services		\$ 100
Family Engagement/PAD supplemental planning		\$ 100
On-Site Performances/Other (describe) <i>fee to be determined in conversation with Program Manager prior to delivery</i>		\$ -
Field Trip Facilitation (2 artists @ \$75/hr up to 8 hrs)		\$ 1,200
Mileage beyond 80 miles round trip		\$ 1,500
Additional program-related time (fingerprinting, picking up supplies, etc.) (2 artists @ \$75/hr - 1 hr/week)		\$ 150

**Reimbursable Expense (Receipts must be submitted)**

Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)

Field Trip Transportation (\$250/ trip for up to two trips per cycle)

Student Performance Stipends (\$250 per student, for up to two students per cycle)

Student basic needs support (\$100 per student, for up to 5 students per cycle)

Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)

<b>Rates effective May 16, 2023</b>	
<b>Per Site, Per Quarterly Invoicing Period</b>	
Program Coordination	\$ 3,550
Additional support staff (Case Manager, etc.)	\$ 3,400
Additional program coordination fee (flat fee multiplied by the number of additional program strands)	\$ 2,000

Planning, curriculum, materials, etc.	1,705
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<b>Variable Instructional Expenses</b>		<b>Unit Rate</b>
<b>Up to 90 minutes per session</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 90-min maximum, including prep/tear down and mileage/other)		\$ 505
<b>Up to 3 hours per session (including a "double" or "back-to-back" session)</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 3 hr maximum, including prep/tear down and mileage/other)		\$ 805

<b>Variable Expenses - A la carte items</b>		<b>Unit Rate</b>
Teaching Hand Off - up to 2 hours (2 artists @ \$100/hr - 90 minutes, including mileage/other)		\$ 405
Teaching Hand Off - 3 hours (2 artists @ \$100/hr - 3 hrs, including mileage/other)		\$ 705
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute session, 30 min of set up/tear down, 4 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc		\$ 1,505
Full-day professional development		\$ 6,000
Supplemental art materials <i>fee to be determined in conversation with Program Manager prior to delivery</i>		
Family Engagement and/or Parks After Dark (PAD) (2 artists @ \$100/hr - 3hrs, including prep/tear down and mileage/other)		\$ 805
Arts Facilitator Services		\$ 100
Family Engagement/PAD supplemental planning (\$100/hr per artist)		\$ 100
On-Site Performances/Other (describe) <i>fee to be determined in conversation with Program Manager prior to delivery</i>		\$ -
Field Trip Facilitation (2 artists @ \$100/hr up to 8 hrs)		\$ 1,600
Mileage beyond 80 miles round trip		\$ 1,500
Additional program-related time (fingerprinting, picking up supplies, training, etc.) (\$100/hr )		\$ 100

Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)

Field Trip Transportation (\$1,250/ trip for up to two trips per cycle)

Student Performance Stipends (\$250 per student, for up to two students per cycle)

Student basic needs support (\$100 per student, for up to 5 students per cycle)

Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)



# ATTACHMENT II



Contract No. RT\_005559-3

## YOUTH DEVELOPMENT THROUGH THE ARTS: ARTS IN COMMUNITIES

### Amendment No. 3

THIS AMENDMENT is made and entered into on \_\_\_\_\_,

by and between

COUNTY OF LOS ANGELES (hereafter "County"), by and through Department of Arts and Culture (hereafter "Arts and Culture"),

and

Community Partners (through Justice for My Sister) (hereafter "Consultant").

WHEREAS, reference is made to that certain document entitled "YOUTH DEVELOPMENT THROUGH THE ARTS: ARTS IN COMMUNITIES AGREEMENT", dated November 22, 2021, and further identified as Agreement No. RT\_005559, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, on September 14, 2022, parties entered into Amendment No. 1 to extend the contract term, and increase the maximum obligation of County; and

WHEREAS, on July 15, 2023, parties entered into Amendment No. 2 to extend the contract term, adjust rates based on the Costs of Living, increase the maximum obligation of County, replace Exhibit B (Scope of Work) and Exhibit H (Invoice Worksheet), change the Agreement number; and

WHEREAS, it is the intent of the parties hereto to amend the Agreement retroactively to add Arts Facilitator services and make other hereafter designated changes.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment will be effective upon execution.
2. Exhibit B, SCOPE OF WORK, will be replaced with Exhibit B-3 – Revised Scope

of Work, attached hereto and incorporated herein by reference.

3. Exhibit H, REVISED INVOICE WORKSHEET, will be replaced with Exhibit H-3 – REVISED INVOICE WORKSHEET, attached hereto and incorporated herein by reference.
4. Except for the changes set forth herein above, all terms and provisions of the Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the County of Los Angeles and Contractor have caused this Amendment to be executed on their behalf by their duly authorized representatives, the day and year first above written.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Kristin Sakoda, Director  
Department of Arts and Culture

Date: \_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_  
Alicia Lara, President and CEO  
Community Partners

Date: \_\_\_\_\_

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
Senior Deputy County Counsel

**EXHIBIT B-3**  
**REVISED SCOPE OF WORK**  
**YOUTH DEVELOPMENT THROUGH THE ARTS | ARTS IN COMMUNITIES**

**1. Project Description**

Beginning September 2021 and extending through June 30, 2024, highly qualified teaching artists from Justice for My Sister (Consultant) will provide instruction in visual art, creative writing, music, dance, media arts or theatre for youth at LA County parks, public housing, or other community-based sites, as assigned by the Los Angeles County Department of Arts and Culture, and in close partnership with other County agencies.

Consultants will provide arts instruction and associated services for youth in each assigned location, where services generally include, but art not limited to:

- **Up to three (3) days per week** of instruction (most often scheduled Monday through Friday, though Saturday, Sunday, or evening workshops are sometimes requested)
- **Up to three (3) hours of instruction per day** (this could be split into multiple sessions of varying lengths, but generally will not exceed three hours total for each day of instruction)
- **Up to twenty (20) youth per session**

Consultants will ensure that:

- Sessions are taught by a team of two collaborating artists with specific experience in the delivery of healing-centered, culturally responsive arts instruction;
- Healing-centered curriculum is designed to meet youth development, career readiness, and/or social emotional learning outcomes;
- Curriculum that is aligned with established principles, themes and goals or Project Based Learning, as determined by site administrators
- Work products created by students remain at each site as evidence student learning; and
- Demonstrations of student learning through culminating events, performances and / or exhibitions are included in the instructional plan.

In addition, there is the opportunity to provide supplemental arts engagements or activities with youth, families, and/or staff at the assigned site or at other sites, as assigned by Arts and Culture. One 90-minute engagement for staff at the assigned site and one 3-hour family/intergenerational engagement are already included as optional elements of the contract per cycle. Any engagements beyond the number or type listed here must be discussed with and approved by Arts and Culture prior to delivery.

**2. Assigned Site**

Sites for the 2021-2024 program year may include, but are not limited to: East Rancho Dominguez Park, San Angelo Park. The assigned sites may change during the program year, based on an assessment of the success of the program at the site. This assessment would

be done in conversation with Parks staff, Arts and Culture staff, and Consultant.

**Please note that there may be circumstances beyond the Consultant’s and/or Arts and Culture’s control that prevent the start of work or that interrupt the continuation/completion of work at a given site. The assigning of a contract is NOT a guarantee of work. Exhibit D details the guidelines around cancellation of classes.**

### **3. Arts Facilitator Services**

- 3.1 Contractor will provide Arts Facilitator Services to coordinate and support arts instruction with duties that include, but are not limited to:
  - 3.1.1 Communicating and coordinating with contracted community-based organizations, teaching artists, and County or site staff to support service delivery.
  - 3.1.2 Providing support to Teaching Artists including supporting classroom management, curriculum development, and program design, to ensure program delivery is responsive to participants’ needs.
  - 3.1.3 Conducting outreach and recruitment activities to support attendance by intended participants.
  - 3.1.4 Supporting the development of Site Service Agreements with County staff and site staff.
  - 3.1.5 Supporting professional development activities for adults serving youth populations.
  - 3.1.6 Providing healing-centered guidance for participating youth to support their continued access to, and attendance of, arts-based programs.
  - 3.1.7 Participating in meetings to share perspectives on student creativity, cooperation, and social-emotional growth through arts engagement.
  - 3.1.8 Monitoring community and County service sites to support the safety of youth and teaching artists, and follow established safety protocols as directed by Arts and the service sites.
- 3.2 Contractor will provide Arts Facilitator services from February 1, 2023 through January 20, 2024.
- 3.3 Contractor will invoice ARTS at a rate of \$100 per hour for Arts Facilitator services in accordance with the invoice schedule (Section 8 below), and rate schedule and invoice worksheet (Exhibit H). Contractor will not exceed 20 hours per week of Arts Facilitator services.

### **4. Payment of Artists**

Arts and Culture is deeply committed to advancing pay equity within the arts education field. The fee schedule employed for all Youth Development Through the Arts contracts was developed in conversation with our community of arts partners. It is expected that all Teaching Artists who work under this contract are adequately compensated for their time and expertise. While Arts and Culture does not monitor or track payment to Teaching Artists, it is our expectation that Teaching Artists receive the full amount of the comprehensive fees allocated

for their work under this contract. These fees include compensation for planning and curriculum design, direct instruction, set-up and clean-up, recruitment and community engagement, and an allocation for materials/supplies and mileage (or “miscellaneous costs” during the virtual instruction period).

## 5. Project Management

- Consultant will schedule and complete project planning meetings at each site prior to the launch of each cycle. Arts and Culture will be included in communication efforts to schedule meetings and will be notified of confirmed meeting dates, times and locations in a timely manner, to enable participation. Consultant agrees to comply with directives as listed in Exhibit C, Planning Guidelines.
- Arts and Culture will be included in communications between Consultant and Site staff, as outlined in Exhibit D, Scheduling, Cancellation, and Attendance Guidelines.
- Documentation of participant attendance will include a Participant Log (Exhibit I) for each site and the Workshop Sign-in Sheet (Exhibit J) for each workshop on a template provided by Arts and Culture. Upon Arts and Culture’s request, Consultant will submit completed Workshop Sign-in Sheets as additional support documentation.
- Consultant will provide Requests for LiveScan and Provisional Clearance Requests in a timely manner and agrees to comply with guidelines as described in Exhibit E, Clearance Procedures.
- Consultant will submit invoices as outlined in the Deliverables and Payment Schedule section of this document.
- Consultant will submit signed approval for any large-scale visual arts projects in advance of their production, as provided in Permanent Installation Design Approval form, Exhibit F.
- Consultant will attend a year-end debrief meeting with Arts and Culture.

## 6. Credit and Acknowledgement

- Consultant will acknowledge Youth Development through the Arts (“Project”) as follows: *Youth Development through the Arts is a project of the Los Angeles County Arts Education Collective and is implemented as a partnership between Justice for My Sister and the Los Angeles County Departments of Arts and Culture, Youth Development, and Probation.*
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project digital and print communications, promotional and product materials. The Arts Ed Collective and Arts and Culture logos must be no smaller than one inch in width, no smaller than the Consultant logo, and be placed as a standalone.
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project web pages and will hyperlink the Arts Ed Collective logo to [www.lacountyartsedcollective.org](http://www.lacountyartsedcollective.org), and the Arts and Culture logo to [www.lacountyarts.org](http://www.lacountyarts.org).
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project email blasts.
- Consultant will verbally share the above acknowledgement in all events and presentations of the Project.
- Consultant will include the above acknowledgement on all student work products to remain at each facility, including Project mural installation displays.



- Consultant will include the above acknowledgement in all press materials and releases.
- Consultant will submit all digital and print materials featuring the Arts Ed Collective and Arts and Culture logos, as well as all draft press releases announcing the Project, to Arts and Culture's Director of Communications and Public Affairs for review and approval before finalizing, printing, or distributing.
- Consultant will provide a minimum of 48 hours notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

## 7. Reporting and Documentation

The submission of the following documents is required for all services, in accordance with the Deliverables and Payment Schedule below. Payments are contingent upon acceptable completion and submission of all deliverables and a final debrief meeting with Arts and Culture.

- **Exhibit F, Permanent Installation Design Approval Form** – If a permanent arts installation is planned for a site, it should be noted on the Site Service Agreement (Exhibit G). Detailed renderings of the design and content must be submitted for approval to the Department of Probation along with the Permanent Installation Design Approval Form (Exhibit F) provided by Arts and Culture. Approved renderings and signed approval form must be promptly reported to Arts and Culture.
- **Exhibit G, Site Service Agreement** – The workshop schedule, as well as the teaching artist(s) and Probation personnel assigned to the project, should be confirmed at an initial planning meeting and must be submitted on the Site Services Agreement. Revisions to the schedule must be noted and submitted in accordance with the instructions detailed in Exhibit G.
- **Exhibit H, Invoice Worksheet** – Documentation of the actual services delivered at each site must be submitted on a template provided by Arts and Culture.
- **Exhibit I, Participant Log** – Documentation of student participation in each workshop must be submitted on a template provided by Arts and Culture. The Participant Log is a summary of all participants during all sessions of the cycle. In the event that questions arise regarding youth participation, Arts and Culture may request that the Consultant also submit **Exhibit J, Sign-In Sheets**, as supporting documentation.
- **Photographic Documentation of Student Work** – High-resolution photographic images in digital format of students engaged in art-making and/or student work must be submitted.
- **Exhibit K, End of Cycle Report** – A written report must be submitted to Arts and Culture in accordance with the deliverables and payment schedule below, using a template provided by Arts and Culture. Reports will include but are not limited to a written narrative summarizing instruction provided at each site, the successes and challenges of the project, and recommendations for improvement and participation data.
- **Proposed Curriculum** (curriculum map or individual lesson plans) for instruction to be provided at each site.
- **Documentation of any press or media coverage** that featured this project.

**8. Deliverables and Payment Schedule**

**September 2021 - August 2022**

The following table provides the tentative deliverables, invoicing deadlines, and maximum invoice amounts for this scope of work. All invoicing and payment will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the invoice Worksheet (Exhibit H) for each invoice period. All reimbursable payments require receipts for food and supplies and signed vouchers from individuals as documentation. A complete list of all reimbursable charges indexed to receipts and vouchers must be provided on a separate page.

Description of Services	Deadline	Payments
<b>FALL CYCLE—September – December 2021</b>		
<p><b><i>Deliverable Set 1</i></b>            Consultant will complete Fall Cycle project planning meetings at each assigned site            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Signed Site Service Agreement (Exhibit G)</li> <li>• Proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Upon signing of contract	Submitted invoice 1 for \$32,000
<p><b><i>Deliverable Set 2</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services through the invoice date</li> <li>• Participant Logs (Exhibit I) for services through the invoice date</li> <li>• CBO Monthly Service Delivery Forms</li> </ul>	November 19, 2021	Submitted combined invoices #2,3,4 for \$39,573
<p><b><i>Deliverable Set 3</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• Participant Logs (Exhibit I) for services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>	January 7, 2022	Submitted combined invoices #2,3,4 for \$39,573

<b>SPRING CYCLE January – June 2022</b>		
<p><b><i>Deliverable Set 4</i></b>            Consultant will complete Spring Cycle project planning meetings at each assigned site            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Signed Site Service Agreement (Exhibit G)</li> <li>• Proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	January 28, 2022	Submitted combined invoices #2,3,4 for \$39,573
<p><b><i>Deliverable Set 5</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services through the invoice date</li> <li>• Participant Logs (Exhibit I) for services through the invoice date</li> <li>• CBO Monthly Service Delivery Forms</li> </ul>	March 18, 2022	Submitted combined invoices #5 and 6 for \$25,053
<p><b><i>Deliverable Set 6</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• Participant Logs (Exhibit I) for services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>	June 3, 2022	Submitted combined invoices #5 and 6 for \$25,053
<b>SUMMER CYCLE June- August 2022</b>		
<p><b><i>Deliverable Set 7</i></b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from last invoice date through August 31, 2022</li> <li>• Participant Logs (Exhibit I) for services delivered from last invoice date through August 31, 2022</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>	September 15, 2022	Submitted invoice #7 for \$52,223

**ADDITIONAL SERVICES**

**August 2022 - June 30, 2023**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) after the end of the quarter, as outlined below. All payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Invoice Worksheet (Exhibit H) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and Invoice Deadline
<b>First Quarter- August 16, 2022, through November 15, 2022</b>	
<p><b>Quarter 1</b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered August 16, 2022 through November 15, 2022</li> <li>• Participant Logs (Exhibit I) for services delivered August 16, 2022 through November 15, 2022</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Submitted invoice #8 for \$26,590
<b>Second Quarter- November 16, 2022 through February 15, 2023</b>	
<p><b>Quarter 2</b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from November 16, 2022 through February 15, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from November 16, 2022 through February 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Submitted invoice #9 for \$30,789
<b>Third Quarter- February 16, 2023 through May 15, 2023</b>	
<p><b>Quarter 3</b>            Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from February 16, 2023 through May 15, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from February 16, 2023 through May 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Submit invoice for services delivered <b>February 16, 2023, through May 15, 2023</b>  Invoice and all documentation <u>must be received on or before</u> <b><u>June 14, 2023</u></b>
<b>Fourth Quarter- May 16, 2023 through June 30, 2023</b>	
<b>Quarter 4</b>	Submit invoice for

Consultant will submit to Arts and Culture for each assigned site: <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from May 16, 2023 through June 30, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from May 16, 2023 through June 30, 2023</li> <li>• <b>End of year report (Exhibit K)</b></li> <li>• <b>Documentation of Student Work</b></li> <li>• <b>Documentation of any press or media coverage that featured this project</b></li> </ul>	services delivered <b>May 16 through June 30, 2023</b>  Invoice and all documentation <u>must be received on or before</u> <b><u>July 30, 2023</u></b>
<b>Maximum Sum Payable for Initial Term and First Extension Term Combined:</b>	<b>\$308,000</b>

**ADDITIONAL SERVICES  
July 2023 - June 30, 2024**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) days after the end of the quarter, as outlined below. All payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Invoice Worksheet (Exhibit H) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and Invoice Deadline
<b>First Quarter- July 1, 2023, through September 30, 2023</b>	
<b>Quarter 1</b> Consultant will submit to Arts and Culture for each assigned site: <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered July 1, 2023 through September 30, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered July 1, 2023 through September 30, 2023</li> </ul> And if applicable this billing period, consultant will: <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Submit invoice for services delivered July 1, 2023 through September 30, 2023  Invoice and all documentation <u>must be received on or before</u> <b><u>October 30, 2023</u></b>
<b>Second Quarter- October 1, 2023 through December 31, 2023</b>	
<b>Quarter 2</b> Consultant will submit to Arts and Culture for each assigned site: <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from October 1, 2023 through December 31, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from October 1, 2023 through December 31, 2023</li> </ul> And if applicable this billing period, consultant will: <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Submit invoice for services delivered October 1, 2023 through December 31, 2023  Invoice and all documentation <u>must be received on or before</u> <b><u>January 31, 2024</u></b>
<b>Third Quarter- January 1, 2024 through March 31, 2024</b>	
<b>Quarter 3</b> Consultant will submit to Arts and Culture for each assigned site:	Submit invoice for services delivered

<ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from January 1, 2024 through March 31, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from January 1, 2024 through March 31, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>January 1, 2024 through March 31, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>April 30, 2024</u></b></p>
<b>Fourth Quarter- Period One - April 1, 2024 through May 15, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from April 1, 2024 through May 15, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from April 1, 2024 through May 15, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered April 1, 2024 through May 15, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>June 14, 2024</u></b></p>
<b>Fourth Quarter- Period Two – May 16, 2024 through June 30, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from May 16, 2024 through June 30, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from May 16, 2024 through June 30, 2024</li> <li>• <b>End of year report (Exhibit K)</b></li> <li>• <b>Documentation of Student Work</b></li> <li>• <b>Documentation of any press or media coverage that featured this project</b></li> </ul>	<p>Submit invoice for services delivered May 16, 2024 through June 30, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>July 30, 2024</u></b></p>
<b>Maximum Sum Payable for Initial Term, First Extension Term, and Second Extension Terms Combined:</b>	<b>\$ 619,080</b>

**Youth Development Through the Arts**  
**Revised Invoice Worksheet**  
**Exhibit H-3**

	Rates through May 15, 2023			
	Services: up to 5 weeks	Services: 6-10 weeks	Services: 11 -14 weeks	Services: 15 + weeks
<b>Fixed Coordination Expenses</b>				
Program Coordinator	\$ 1,000	\$ 2,000	\$ 2,500	\$ 3,750
Documentation Allowance	\$ 50	\$ 75	\$ 100	\$ 150
	<b>\$ 1,050</b>	<b>\$ 2,075</b>	<b>\$ 2,600</b>	<b>\$ 3,900</b>
Additional support staff (Case Manager, Artist Facilitator, etc.-- Flat fee, per cycle)	\$ 1,000	\$ 2,000	\$ 2,500	\$ 3,750
Additional program coordination fee (flat fee multiplied by the number of additional program strands)		\$ 1,500	\$ 1,500	\$ 1,500

<b>Fixed Instructional Expenses</b>				
On-Site Pre-Planning (2 artists @ \$75/hr - 2 hrs, including mileage/other)	\$ 405	\$ 405	\$ 405	\$ 405
Curriculum Coordination - stipend	\$ 300	\$ 400	\$ 500	\$ 500
Towards materials, misc	\$ 250	\$ 350	\$ 500	\$ 500
	<b>\$ 955</b>	<b>\$ 1,155</b>	<b>\$ 1,405</b>	<b>\$ 1,405</b>

<b>Variable Instructional Expenses</b>		<b>Unit Rate</b>
<b>Up to 90 minutes per session</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 90-min maximum, including prep/tear down and mileage/other)		\$ 405
<b>Up to 3 hours per session (including a "double" or "back-to-back" session)</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 3 hr maximum, including prep/tear down and mileage/other)		\$ 630

<b>Variable Expenses - A la carte items</b>		<b>Unit Rate</b>
Teaching Hand Off - up to 2 hours (2 artists @ \$75/hr - 90 minutes, including mileage/other)		\$ 330
Teaching Hand Off - 3 hours (2 artists @ \$75/hr - 3 hrs, including mileage/other)		\$ 555
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute session, 30 min of set up/tear down, 4 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc		\$ 1,100
Full-day professional development		\$ 5,000
Supplemental art materials		\$ 1,000
Family Engagement and/or Parks After Dark (PAD) (2 artists @ \$75/hr - 3hrs, including prep/tear down and mileage/other)		\$ 630
Arts Facilitator Services		\$ 100
Family Engagement/PAD supplemental planning		\$ 100
On-Site Performances/Other (describe) <i>fee to be determined in conversation with Program Manager prior to delivery</i>		\$ -
Field Trip Facilitation (2 artists @ \$75/hr up to 8 hrs)		\$ 1,200
Mileage beyond 80 miles round trip		\$ 1,500
Additional program-related time (fingerprinting, picking up supplies, etc.) (2 artists @ \$75/hr - 1 hr/week)		\$ 150

**Reimbursable Expense (Receipts must be submitted)**

Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)

Field Trip Transportation (\$250/ trip for up to two trips per cycle)

Student Performance Stipends (\$250 per student, for up to two students per cycle)

Student basic needs support (\$100 per student, for up to 5 students per cycle)

Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)

<b>Rates effective May 16, 2023</b>	
<b>Per Site, Per Quarterly Invoicing Period</b>	
Program Coordination	\$ 3,550
Additional support staff (Case Manager, etc.)	\$ 3,400
Additional program coordination fee (flat fee multiplied by the number of additional program strands)	\$ 2,000

Planning, curriculum, materials, etc.	1,705
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<b>Variable Instructional Expenses</b>		<b>Unit Rate</b>
<b>Up to 90 minutes per session</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 90-min maximum, including prep/tear down and mileage/other)		\$ 505
<b>Up to 3 hours per session (including a "double" or "back-to-back" session)</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 3 hr maximum, including prep/tear down and mileage/other)		\$ 805

<b>Variable Expenses - A la carte items</b>		<b>Unit Rate</b>
Teaching Hand Off - up to 2 hours (2 artists @ \$100/hr - 90 minutes, including mileage/other)		\$ 405
Teaching Hand Off - 3 hours (2 artists @ \$100/hr - 3 hrs, including mileage/other)		\$ 705
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute session, 30 min of set up/tear down, 4 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc		\$ 1,505
Full-day professional development		\$ 6,000
Supplemental art materials <i>fee to be determined in conversation with Program Manager prior to delivery</i>		
Family Engagement and/or Parks After Dark (PAD) (2 artists @ \$100/hr - 3hrs, including prep/tear down and mileage/other)		\$ 805
Arts Facilitator Services		\$ 100
Family Engagement/PAD supplemental planning (\$100/hr per artist)		\$ 100
On-Site Performances/Other (describe) <i>fee to be determined in conversation with Program Manager prior to delivery</i>		\$ -
Field Trip Facilitation (2 artists @ \$100/hr up to 8 hrs)		\$ 1,600
Mileage beyond 80 miles round trip		\$ 1,500
Additional program-related time (fingerprinting, picking up supplies, training, etc.) (\$100/hr )		\$ 100

Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)

Field Trip Transportation (\$1,250/ trip for up to two trips per cycle)

Student Performance Stipends (\$250 per student, for up to two students per cycle)

Student basic needs support (\$100 per student, for up to 5 students per cycle)

Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)



# ATTACHMENT III



Contract No. RT\_005571-4

## Arts for Healing and Justice Network Consultant Agreement

Amendment No. 4

THIS AMENDMENT is made and entered into on \_\_\_\_\_,

by and between

COUNTY OF LOS ANGELES (hereafter  
"County"), by and through Department of Arts  
and Culture (hereafter "Arts and Culture"),

and

Arts for Healing and Justice Network (hereafter  
"Consultant").

WHEREAS, reference is made to that certain document entitled "Los Angeles County Department of Arts and Culture Consultant Agreement", dated October 13, 2021, and further identified as Agreement No. AE-22-5571, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, on September 1, 2022, parties entered into Amendment No. 1 to update the legal name of the Consultant, and increase the maximum obligation of County; and

WHEREAS, on May 8, 2023, parties entered into Amendment No. 2 to extend the term, increase the maximum obligation of County, and replace Exhibit B (Scope of Work); and

WHEREAS, on January 24, 2024, parties entered into Amendment No. 3 to update the Agreement number, replace Exhibit B (Scope of Work), and replace Exhibit G (Revised Invoice Worksheet); and

WHEREAS, it is the intent of the parties hereto to amend the Agreement to change the Agreement number, replace Exhibit B – Scope of Work to retroactively add Arts Facilitator services, replace Exhibit G to reflect the rates adjustment based on Costs of Living, and make other hereafter designated changes.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment will be effective upon execution.
2. Exhibit B, SCOPE OF WORK, will be replaced with Exhibit B-4 – REVISED SCOPE OF WORK, attached hereto and incorporated herein by reference.



3. Exhibit G, REVISED INVOICE WORKSHEET, will be replaced with Exhibit G-4 – REVISED INVOICE WORKSHEET, attached hereto and incorporated herein by reference.
4. Except for the changes set forth herein above, all terms and provisions of the Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the County of Los Angeles and Contractor have caused this Amendment to be executed on their behalf by their duly authorized representatives, the day and year first above written.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Kristin Sakoda, Director  
Department of Arts and Culture

Date: \_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_  
Leticia Rhi Buckley  
Board Chair, Arts for Healing and Justice Network

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Sofia Klatzker  
Secretary, Arts for Healing and Justice Network

Date: \_\_\_\_\_

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
Senior Deputy County Counsel

## **EXHIBIT B-4 REVISED SCOPE OF WORK**

### **1. PROJECT OVERVIEW**

Creative Wellbeing is an approach for fostering communities of wellness, especially for systems-impacted youth, those at-risk of becoming systems-impacted, and the adults who support them. The model offers non-traditional strategies for promoting mental health and wellness that include culturally relevant, healing-centered, arts-based learning for youth, as well as professional development, coaching, and emotional support for adults. Creative Wellbeing uses strategies to promote positive cognitive, social, and emotional development and to increase protective factors like emotional coping skills, social connectedness, and community supports.

The approach has been developed collaboratively by the Los Angeles County (County) Department of Arts and Culture (Arts and Culture), Office of Child Protection (OCP), Department of Mental Health (DMH), Department of Child and Family Services (DCFS), and the Arts for Healing and Justice Network as a method to specifically support youth impacted by foster care.

An intentional, parallel focus on supporting both youth and adults is central to the Creative Wellbeing model. As young people engage in weekly healing-informed arts instruction (i.e., creative writing, dance, music, theatre, visual arts, and/or media arts), they explore identity and self-expression and discover ways to connect, ultimately leading to an enhanced sense of wellbeing. Similarly, as educators, County employees, mental health service providers, community-based organizations, and caregivers engage in arts-based professional development, they increase their understanding of healing-informed approaches, mental health protective and risk factors, self-attunement, and the preventative significance of their own self-care.

Taken together, this holistic, systemic approach works to destigmatize mental health symptoms, strengthens mental health protective factors for young people impacted by trauma, and positively shifts how they are encouraged to heal, grow, and thrive.

#### Goals

1. In collaboration with Arts and Culture and project partners, design and deliver training programs that help prepare arts organizations and teaching artists to provide healing-informed arts instruction, arts-based self-care workshops, and professional development for youth and adults, in alignment with the Creative Wellbeing approach.
2. To work collaboratively with Creative Wellbeing partners and each partner site to create a customized implementation plan that focuses on the partner site's desired outcomes to improve wellbeing for youth and the adults who support them.
3. To provide healing-informed arts instruction for youth that is in alignment with the Creative Wellbeing approach that promotes positive peer group connections, enhanced self-awareness and cultural identity and increased self-esteem
4. To nurture adult peer networks that promote self- and community-care and support for youth
5. To introduce adults to foundational concepts and practices included in the Creative Wellbeing Curriculum Guide, as well as additional healing-informed arts practices and mental health

promotion strategies

6. To support adults to incorporate culturally relevant and sustaining healing-informed arts strategies in classroom/afterschool and campus/site activities

## 2. **BACKGROUND**

The [Los Angeles County Arts Education Collective](#) (Arts Ed Collective) is the regional initiative dedicated to making the arts a core part of every child's growth and development. Established by the Los Angeles County Board of Supervisors, the initiative launched in 2002 as a partnership among five school districts. Nearly two decades later, the Arts Ed Collective represents a robust coalition that now includes 74 school districts, 5 charter school networks, a half-dozen County agencies, and hundreds of community-based organizations, teaching artists, educators, philanthropists, and advocates. Through strategies that expand arts teaching and learning, strengthen partnerships and collaborations, and increase public awareness about the importance of arts education, the Arts Ed Collective aligns efforts across the region to achieve the shared goal that all young people engage in the arts all year, every year, because the arts are fundamental to human growth and development. The initiative is coordinated by Arts and Culture, is guided by a Leadership Council and an active Funders Council, and is recognized nationally as a model for collective impact in arts education.

In October 2020, the Board of Supervisors adopted [Los Angeles County's New Regional Blueprint for Arts Education](#) (Arts Ed Blueprint) as both an aspirational policy statement and as a roadmap for practitioners and leaders to advance youth development over the next decade. The new Arts Ed Blueprint presents strategies for establishing and sustaining:

- arts instruction for all students, across all grade levels, in all public schools;
- expanded opportunities for arts education after school;
- year-round community-based arts learning;
- access to careers in the creative economy;
- arts-based programs and services, provided in collaboration with multiple County departments, that support children, youth, and families; and
- a prioritization of historically underserved populations

Goal 1 of the Arts Ed Blueprint aims to develop systems and infrastructure that expand and sustain arts education for all young people, in all schools, and in all communities. Strategy 1.3.1 of the new Arts Education Blueprint specifically calls for culturally sustaining arts instruction for young people who have been historically and systematically excluded or precluded, and Strategy 1.3.2 cites the need for professional development for adults who directly serve youth (in both schools and in communities) that specifically addresses barriers and root causes faced by historically underserved populations. Additionally, Strategy 2.2.3 calls for philanthropic, government, and community leaders to engage as thought partners in designing innovative systems-change models that use an intersectional approach (e.g. education, physical and mental health, healthy families, youth development, youth justice/ criminal justice, foster and transitional age youth, career and workforce development, community wellness, etc.) to leverage resources and address gaps.

## 3. **PURPOSE AND OBJECTIVES**

The desired outcome of this agreement is to build upon Creative Wellbeing's effectiveness in supporting adults and youth, deepen its blending of healing-informed arts and mental health promotion concepts, and expand its reach so that more adults who serve youth across the County develop the knowledge and skills to nurture integrated healing-informed communities of wellbeing for young people and adults. With specific attention and priority to serving youth who have been

historically precluded or excluded from learning in and through the arts, this project will be focused in two distinct ways:

1. In collaboration with Arts and Culture, the consultant will develop resources and help nurture connections between the Creative Wellbeing approach and County and community agencies.

As assigned by Arts and Culture:

- Engage youth and community members as advisors and leaders and provide them with participation honoraria
  - Design and facilitate workshops and presentations to share the Creative Wellbeing approach with County and community agencies, and Arts and Culture stakeholders
  - Develop curricular resources that help advance the Creative Wellbeing approach, including but not limited to:
  - Finalize the summer 2021 Creative Wellbeing professional development curriculum refresh materials
2. The consultant will work in collaboration with Arts and Culture, Creative Wellbeing partners, and participating sites to design and implement customized Creative Wellbeing Service Agreements (Exhibit E) for youth and/or adults at sites assigned by Arts and Culture.
    - Services may be grounded in various artistic disciplines, including but not limited to dance, literary arts, music, theatre, media arts or visual arts.
    - Assignments may include, but are not limited to DCFS partners such as Short Term Residential Treatment Programs (STRTPs) or other County facilities, including up to two houses/sites per DCFS partner serving systems-impacted youth, school districts and their schools, and open cohorts and events hosted with County and community partners.
    - The assignments may change, based on an assessment of the success of the program. This assessment would be done in conversation with site staff, Arts and Culture staff, and Consultant.

Please note that there may be circumstances beyond the Consultant's and/or Arts and Culture's control that prevent the start of work or that interrupt the continuation/ completion of work at a given site. The assigning of a contract is NOT a guarantee of work.

Consultants will provide arts instruction and associated services for youth in each assigned location, where services generally include, but are not limited to:

- Multiple session residencies, with a minimum of three sequential sessions of instruction (may be scheduled during the school day and/or extended into after-school hours, according to the needs of each location; sessions are most often scheduled Monday through Friday, though Saturday, Sunday, or evening workshops are sometimes requested)
- Up to three hours of instruction per day (this could be split into multiple sessions of varying lengths, but generally will not exceed three hours total for each day of instruction)
- Up to 35 youth per session
- Instruction during Fall and Spring semesters, potentially followed by a shorter Summer session

Consultants will provide professional development and associated services for adults in each assigned location, where services generally include, but are not limited to:

- Up to 300 adults per virtual session; and up to 35 adults per in-person session

Consultants will ensure that:

- Sessions are taught by a team of at least two collaborating artists with specific experience in the delivery of healing-centered, culturally responsive arts instruction and professional development aligned with the Creative Wellbeing Curriculum Guide;
- Curriculum is designed to meet healing-informed arts-based youth development, mental health promotion, culturally responsive pedagogy and self- and community-care outcomes;
- Curriculum is aligned with established themes or goals of the site, as determined in consult with partner site staff and administrators, where applicable;
- Work products created by youth and adult participants are documented digitally as evidence of participation and learning and for future use in Creative Wellbeing sessions, presentations, and informational materials
- Demonstrations of youth learning through culminating events, performances and/or exhibitions are included in the instructional plan

There also may be opportunities for Consultants to provide supplemental services (to be paid in addition to the baseline instructional components described above), which may include but are not limited to:

- Commissions to develop Creative Wellbeing resources, i.e. curriculums and digital assets
- Standalone workshops, performances or exhibits
- Honorariums/stipends for Community Advisors and Youth Content Advisors
- Provide additional support staff to strengthen partnership development and implementation
- Field trips to arts and/or cultural venues
- Parent/caregiver and family workshops or other community engagements
- Youth Development Support Services that are delivered by case managers and/or mentors with expertise in serving youth in areas such as mental health, social and emotional learning, positive youth development, and indigenous or cultural practices
- Hot meals, snacks and/or beverages for youth during afterschool time
- Any large-scale visual arts projects such as murals

Supplemental services may be offered and provided only as discussed and agreed upon by Arts and Culture and the site, and they must be listed in the signed Creative Wellbeing Service Agreement.

#### 4. **PAYMENT OF ARTISTS**

Arts and Culture is deeply committed to advancing pay equity within the arts education field. The fee schedule employed for all Youth Development Through the Arts contracts was developed in conversation with our community of arts partners. It is expected that all Teaching Artists who work under this contract are adequately compensated for their time and expertise, While Arts and Culture does not monitor or track payment to Teaching Artists, it is our hope that Teaching Artists receive the full amount of the comprehensive fees allocated for their work under this contract. These fees include compensation for planning and curriculum design, direct instruction, set-up and clean-up, recruitment and community engagement, and an allocation for materials/supplies and mileage (or “miscellaneous costs” during the virtual instruction period).

#### 5. **PROJECT COLLABORATION**

Throughout the project period, the Consultant will:

- Lead the design, coordination and implementation of all assigned Creative Wellbeing services for adults and youth
- Support evaluation and data collection processes
- Participate in bi-weekly Creative Wellbeing partnership meetings
- Participate in bi-weekly Creative Wellbeing planning meetings with Arts and Culture

Project Management tasks include:

- Consultant will schedule and complete project planning meetings for each assignment prior to the launch of services as per the Planning Guidelines (**Exhibit C**). Arts and Culture will be included in communication efforts to schedule meetings and will be notified of confirmed meeting dates, times, and locations in a timely manner, to enable participation.
- Consultant will work with site administration in advance of sessions to understand and abide by background check requirements for all assignments and submit documentation upon request. All Teaching Artists, Mentors, and Staff who deliver services or have direct contact with youth must be cleared through the site's required process.
- Consultant will make every effort to provide the arts disciplines, arts organizations, teaching artists, and schedule that best aligns with the needs stated by the site personnel.
- Consultant will document the workshop schedule, as well as the teaching artist(s) and site personnel assigned to the project on the Service Agreement form (**Exhibit E**). The Service Agreement must be signed by an authorized representative of the site and the Consultant and submitted for approval by Arts and Culture before services can begin.
- Throughout implementation, the Consultant must maintain a record of all scheduling changes by updating the Service Agreement.
- Schedule changes and low or zero attendance must be communicated to Arts and Culture as per the Scheduling, Cancellation, and Attendance Guidelines (**Exhibit D**).
- Consultant will insure timely and accurate collection of workshop sign-in sheets for each session and summarize and report that information to Arts and Culture via a Participant Log (**Exhibit F**)

Throughout the project period, Arts and Culture will:

- Coordinate bi-weekly Creative Wellbeing partnership meetings
- Cultivate and manage Creative Wellbeing partnerships and provide Consultant with assignments.
- Assist in outreach to partners for Creative Wellbeing enrollment and help align efforts with the Arts Ed Collective's allied programs
- Highlight Creative Wellbeing successes via website, newsletter, and other media outlets
- Support and collaborate with Consultant as needed to ensure successful implementation, documentation, and evaluation of the project
- Review and approve work and deliverables under this agreement

## 6. **COMMUNICATION AND REPORTING**

Consultant and Arts and Culture staff will meet bi-weekly to assess progress and to ensure benchmarks are met during the specified time frame.

Consultant will complete four (4) written progress reports, to be delivered January 15, 2022 and June 15, 2022, July 30, 2023 and July 30, 2024. The written report forms, provided by Arts and Culture,

will address the project's status, including accomplishments and challenges and the progress made toward meeting the project metrics. The progress reports will require the following attachments:

- Documentation of Services Delivered – Completed and signed Creative Wellbeing Service Agreements (**Exhibit E**) should reflect accurate accounting of all schedule changes made since initial approval per assignment.
- Accounting of Services Contract – A Revised Invoice Worksheet (**Exhibit G**) should itemize services delivered to date for all assignments.
- Documentation of Participation – Complete and accurate Participant Logs (**Exhibit F**) of student and adult participation in each service for all assignments.
- Curriculum Synopsis and Samples – A brief synopsis of the curriculum and a sample (curriculum map or a sample individual lesson plan) for instruction provided for each assignment.
- Photographic Documentation of Participant Work – High-resolution photographic images in digital format of students/participants engaged in art-making and/or student/participant work (include documentation for both adult and youth participants.)
- Documentation of any press or media coverage that featured this project.

## 7. Arts Facilitator Services

7.1. Contractor will provide Arts Facilitator Services to coordinate and support arts instruction with duties that include, but are not limited to:

- 7.1.1. Communicating and coordinating with contracted community-based organizations, teaching artists, and County or site staff to support service delivery.
- 7.1.2. Providing support to Teaching Artists including supporting classroom management, curriculum development, and program design, to ensure program delivery is responsive to participants' needs.
- 7.1.3. Conducting outreach and recruitment activities to support attendance by intended participants.
- 7.1.4. Supporting the development of Site Service Agreements with County staff and site staff.
- 7.1.5. Supporting professional development activities for adults serving youth populations.
- 7.1.6. Providing healing-centered guidance for participating youth to support their continued access to, and attendance of, arts-based programs.
- 7.1.7. Participating in meetings to share perspectives on student creativity, cooperation, and social-emotional growth through arts engagement.
- 7.1.8. Monitoring community and County service sites to support the safety of youth and teaching artists, and follow established safety protocols as directed by Arts and the service sites.



7.2. Contractor will provide Arts Facilitator services from February 1, 2023 through January 20, 2024.

7.3. Contractor will bill ARTS at a rate of \$1,650 per week for Arts Facilitator services in accordance with the invoice schedule, and rate schedule and invoice worksheet (Exhibit G). Contractor will not exceed total budget of \$90,000 for Arts Facilitator services, including applicable administrative overhead.

**8. CREDIT AND ACKNOWLEDGEMENT**

Consultant will acknowledge the project and its partners in all digital and print communications, promotional, press, and product materials as follows:

*Creative Wellbeing is a strategic collaboration between the Los Angeles County Department of Arts and Culture, Office of Child Protection, Department of Mental Health, Department of Children and Family Services, and the Arts for Healing and Justice Network, as part of the LA County Arts Education Collective to advance the goals of [Arts for All Children, Youth, & Families: Los Angeles County's New Regional Blueprint for Arts Education](#).*

Consultant will include the above acknowledgment and the logos for the Office of Child Protection, the Department of Mental Health, the Department of Children and Family Services, Department of Arts and Culture, the Los Angeles County Arts Education Collective, and Arts for Healing and Justice Network on all digital and print communications, promotional and product materials related to this scope of work. All logos must be no smaller than ½ inch high on print materials, no smaller than the Consultant logo, and be placed as standalones.

- Consultant will include the above acknowledgment and logos on all related web pages and email blasts and will hyperlink the Los Angeles County Arts Education Collective logo to LACountyArtsEdCollective.org and the Arts and Culture logo to <https://www.lacountyarts.org/>.
- Consultant will verbally share the above acknowledgment in all related events and presentations.
- Consultant will include the above acknowledgment in all related press materials and releases.
- This provision shall survive termination or expiration of this Agreement and will apply to all future iterations or derivative works based on the product materials resulting from or arising out of this pursuant to this Agreement.

**9. EXPENSES**

Consultant will provide all equipment, tools, and supplies necessary to perform the above services, and will be responsible for all other expenses required for the performance of those services. Travel expenses are also the responsibility of Consultant and will not be provided in addition to this contract amount.

**10. DELIVERABLES AND PAYMENT SCHEDULE**

Consultant shall adhere to the deliverable schedule outlined below. Adjustments to the timeline may be made upon mutual written agreement between Consultant and Arts and Culture. Payment is contingent upon acceptable completion of each deliverable. Arts and Culture will approve all deliverables. Arts and Culture can request additional information or changes to a submitted deliverable to bring it into conformance with the requirements of the contract.

<b>Deliverables</b>	<b>Deadline</b>	<b>Payments</b>
Consultant will:	November 1, 2021	Upon acceptable completion, submit an invoice to Arts and

<ul style="list-style-type: none"> <li>Complete project planning meetings for each assignment</li> </ul> <p>Consultant will submit to Arts and Culture:</p> <ul style="list-style-type: none"> <li>Signed Creative Wellbeing Service Agreement for each assignment</li> <li>Budget worksheet Exhibit G itemizing actual services delivered to date</li> </ul>		Culture in the maximum amount of \$46,350
<p>Consultant will submit to Arts and Culture:</p> <ul style="list-style-type: none"> <li>Interim progress report and required attachments.</li> <li>Creative Wellbeing curriculum refresh materials and proposed Community of Practice plan</li> </ul>	January 15, 2022	Upon acceptable completion, submit invoice #2 to Arts and Culture in the maximum amount of \$116,885
<p>Consultant will submit to Arts and Culture:</p> <ul style="list-style-type: none"> <li>Final progress report and required attachments</li> </ul>	June 15, 2022	Upon acceptable completion, submit invoice #3 to Arts and Culture in the maximum amount of \$260,821
<p>Consultant will submit to Arts and Culture:</p> <ul style="list-style-type: none"> <li>Revised Invoice Worksheet (Exhibit G) detailing services delivered from the last invoice date through August 31, 2022</li> <li>Participant Logs (Exhibit F) for services delivered from the last invoice date through August 31, 2022</li> </ul>	September 30, 2022	Submit invoice #4 for services delivered from the <b>last invoice date through August 31, 2022</b>

**AMENDMENT 1 SERVICES  
 September 2022- June 30, 2023**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) after the end of the quarter, as outlined below. Payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Budget Worksheet (Exhibit G) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and Invoice Deadline
<b>First Quarter - September 1, 2022, through November 30, 2022</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Revised Invoice Worksheet (Exhibit G) detailing services delivered September 1, 2022, through November 30, 2022</li> </ul>	Submit an invoice for services delivered from <b>September 1, 2022</b>

<ul style="list-style-type: none"> <li>Participant Logs (Exhibit F) for services delivered September 1, 2022, through November 30, 2022</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>Complete project planning meetings at each assigned site</li> <li>Submit Site Service Agreement (Exhibit E)</li> </ul>	<p><b>through November 30, 2022</b></p> <p>Invoice and all documentation <u>must be received on or before December 30, 2022</u></p>
<p><b>Second Quarter – December 1, 2022, through February 28, 2023</b></p>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Revised Invoice Worksheet (Exhibit G) detailing services delivered from December 1, 2022, through February 28, 2023</li> <li>Participant Logs (Exhibit F) for services delivered from December 1, 2022, through February 28, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>Complete project planning meetings at each assigned site</li> <li>Submit Site Service Agreement (Exhibit E)</li> </ul>	<p>Submit an invoice for services delivered from <b>December 1, 2023 through February 28, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before March 30, 2023</u></p>
<p><b>Third Quarter – March 1, 2023, through May 15, 2023</b></p>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Revised Invoice Worksheet (Exhibit G) detailing services delivered from March 1, 2023, through May 15, 2023</li> <li>Participant Logs (Exhibit F) for services delivered from March 1, 2023, through May 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>Complete project planning meetings at each assigned site</li> <li>Submit Site Service Agreement (Exhibit E)</li> </ul>	<p>Upon acceptable completion, submit an invoice to Arts and Culture for services delivered <b>March 1, 2023 through May 15, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before June 15, 2023</u></p>
<p><b>Fourth Quarter – May 16, 2023, through June 30, 2023</b></p>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>Revised Invoice Worksheet (Exhibit G) detailing services delivered from May 16, 2023, through June 30, 2023</li> <li>Participant Logs (Exhibit F) for services delivered from May 16, 2023, through June 30, 2023</li> <li>End-of-year report</li> <li>Documentation of Participant Work (adults and youth)</li> <li>Documentation of any press or media coverage that featured this project</li> </ul>	<p>Submit an invoice for services delivered <b>May 16, 2023 through June 30, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before July 30, 2023</u></p>
<p><b>Maximum Sum Payable For Initial Term and First Extension Term Combined</b></p>	<p><b>\$1,021,556</b></p>

**ADDITIONAL SERVICES**  
**July 2023 - June 30, 2024**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) after the end of the quarter, as outlined below. Payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Revised Invoice Worksheet (Exhibit G) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and Invoice Deadline
<b>First Quarter - July 1, 2023, through September 30, 2023</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Revised Invoice Worksheet (Exhibit G) detailing services delivered July 1, 2023, through September 30, 2023</li> <li>• Participant Logs (Exhibit F) for services delivered July 1, 2023, through September 30, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit E)</li> </ul>	<p>Submit an invoice for services delivered from <b>July 1, 2023 through September 30, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>October 31, 2023</u></b></p>
<b>Second Quarter – October 1, 2023, through November 30, 2023</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Revised Invoice Worksheet (Exhibit G) detailing services delivered from October 1, 2023, through November 30, 2023</li> <li>• Participant Logs (Exhibit F) for services delivered from October 1, 2023, through November 30, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit E)</li> </ul>	<p>Submit an invoice for services delivered from <b>October 1, 2023 through November 30, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>December 31, 2023</u></b></p>
<b>Third Quarter – December 1, 2023, through February 28, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Revised Invoice Worksheet (Exhibit G) detailing services delivered from December 1, 2023, through February 28, 2024</li> <li>• Participant Logs (Exhibit F) for services delivered from December 1, 2023, through February 28, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit E)</li> </ul>	<p>Upon acceptable completion, submit an invoice to Arts and Culture for services delivered <b>December 1, 2023 through February 28, 2024</b></p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>March 31, 2024</u></b></p>

<b>Fourth Quarter – Period One – March 1, 2024, through May 15, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Revised Invoice Worksheet (Exhibit G) detailing services delivered from March 1, 2024, through May 15, 2024</li> <li>• Participant Logs (Exhibit F) for services delivered from March 1, 2024, through May 15, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit E)</li> </ul>	<p>Submit an invoice for services delivered <b>March 1, 2024 through May 15, 2024</b></p> <p>Invoice and all documentation <u>must be received on or before <b>June 14, 2024</b></u></p>
<b>Fourth Quarter – Period Two – May 16, 2024, through June 30, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Revised Invoice Worksheet (Exhibit G) detailing services delivered from May 16, 2024 through June 30, 2024</li> <li>• Participant Logs (Exhibit F) for services delivered from May 16, 2024 through June 30, 2024</li> <li>• End of year report that includes               <ul style="list-style-type: none"> <li>○ Documentation of Participant Work (adults and youth)</li> <li>○ Documentation of any press or media coverage that featured this project</li> </ul> </li> </ul>	<p>Submit invoice for services delivered <b>May 16, 2024 through June 30, 2024</b></p> <p>Invoice and all documentation <u>must be received on or before <b>July 30, 2024</b></u></p>
<b>Maximum Sum Payable For Initial Term, First Extension, and Second Extension Periods Combined</b>	<b>\$1,421,556</b>

**Exhibit G-4**  
**Revised Invoice Worksheet**  
**Contract # RT\_005571-4**

Fee Schedule	Original Agreement Rates through May 15, 2023				Actual Expenses
	up to 5 weeks	6-10 weeks	11 -14 weeks	15 + weeks	Updated Rate beginning May 16, 2023
					Rate
<b>Coordination</b>					
<b>1 Fixed Expenses - Coordination (per assignment, per quarterly invoicing period)</b>					
Program Coordinator	1,000	2,000	2,500	3,750	3,400
Documentation Allowance	50	75	100	150	150
	1,050	2,075	2,600	3,900	3,550
Additional support staff (e.g., Case Manager)	1,000	2,000	2,500	3,750	3,400
Additional program coordination (per additional strand)		1,500	1,500	1,500	2,000
<b>Coordination sub-total</b>					
<b>Instruction</b>					
<b>2 Fixed Expenses - Instructional (per strand)</b>					
On-Site Pre-Planning (2 artists @ \$100/hr - 2 hrs, including mileage/other)	400	400	400	400	505
Curriculum Coordination - stipend	300	400	500	500	700
Towards materials, misc.	250	350	500	500	500
	950	1,150	1,400	1,400	1,705
<b>Unit Rate</b>					
<b>3 Variable Expenses - Instructional - up to 90 minutes</b>					
"Single Session" Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 90-min instruction, plus prep/tear down + mileage/other)				400	505
<b>4 Variable Expenses - Instructional - up to 3 hours</b>					
"Multiple or Extended Session" Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 3 hr instruction, plus prep/tear down + mileage/other)				625	805
<b>5 Variable Expenses - A la carte items</b>					
<b>Stand-alone Workshops</b> (2 artists @ \$100/hr - 3 hrs, curriculum coordination, materials, plus prep/tear down + mileage/other)				735	935
<b>Staff Engagement</b> (2 artists @ \$100/hr - 90-min. session, 30 min prep/tear down, 4 hrs planning, 30 min. reflection/evaluation, \$100 materials cost + mileage/other)				1,100	1,505
<b>Family Engagement</b> (2 artists @ \$100/hr - 3hrs, including prep/tear down + mileage/other)				625	805
<b>Full-day Professional Development</b>				5,000	6,000
<b>Creative Wellbeing Moments</b> - (1 artist @ \$100/hr - 15-60 minutes of instruction/presentation, plus planning, prep-tear down + mileage/other)				300	350
<b>Arts Facilitator</b> (\$1650/week, inclusive of mileage and materials; variations to this fee must be pre-approved by Arts and Culture based on a pre-determined scope of service)				1,650	1,650
<b>Community Advisor Honorarium</b> ( max daily rate, can be prorated for shorter time periods)				300	300
<b>Community Content Advisor Stipend</b> (approx. 20-30 hours per project)				750	750
<b>Curriculum Resource Development</b> - (\$150/hr)				150	150
<b>Additional program-related time</b> (e.g. attending trainings, fingerprinting, picking up supplies, field trip facilitation etc.) (\$100/hr)				75	100
<b>On-Site Performances/Other</b> [amount to be pre-determined with Arts and Culture]					
<b>Additional Materials</b> [amount to be pre-determined with Arts and Culture]					
<b>Mileage beyond 80 miles round trip</b> [amount to be pre-determined with Arts and Culture]					
<b>Instruction sub-total</b>					
<b>Administration</b>					
<b>6 Variable Expenses - Admin</b>					
Administrative Overhead @ 10% for Network Member					
Administrative Overhead @ 15%					
<b>Administration sub-total</b>					
<b>Reimbursables</b>					
<b>7 Reimbursable Expenses [amount to be pre-determined with Arts and Culture]</b>					
Field Trip Tickets				800	
Field Trip Transportation				500	
Student Performance Stipends (e.g., 2 students@ \$250)				500	
Hot Meals up to @ \$10 x 20 students per day (receipts submitted)				200	
<b>Reimbursables sub-total</b>					
<b>Total</b>					

\* The allocation of expenses is an estimate and can be reallocated across services based on Arts and Culture's approval of service agreements.



# ATTACHMENT IV



Contract No. RT\_005556-3

## YOUTH DEVELOPMENT THROUGH THE ARTS: ARTS INSTRUCTION FOR YOUTH IN PROBATION CAMPS AND JUVENILE HALLS

### Amendment No. 3

THIS AMENDMENT is made and entered into on \_\_\_\_\_,

by and between

COUNTY OF LOS ANGELES (hereafter "County"), by and through Department of Arts and Culture (hereafter "Arts and Culture"),

and

Boyle Heights Arts Conservatory (hereafter "Consultant").

WHEREAS, reference is made to that certain document entitled "YOUTH DEVELOPMENT THROUGH THE ARTS: ARTS INSTRUCTION FOR YOUTH IN PROBATION CAMPS AND JUVENILE HALLS AGREEMENT", dated October 1, 2021, and further identified as Agreement No. RT\_005556, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, on September 14, 2022, parties entered into Amendment No. 1 to extend the contract term, and increase the maximum obligation of County; and

WHEREAS, on June 15, 2023, parties entered into Amendment No. 2 to extend the contract term, adjust rates based on the Costs of Living, increase the maximum obligation of County, replace Exhibit B (Scope of Work) and Exhibit H (Invoice Worksheet), change the Agreement number; and

WHEREAS, it is the intent of the parties hereto to amend the Agreement retroactively to add Arts Facilitator services and make other hereafter designated changes.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment will be effective upon execution.

2. Exhibit B, SCOPE OF WORK, will be replaced with Exhibit B-3 – Revised Scope of Work, attached hereto and incorporated herein by reference.
3. Exhibit H, REVISED INVOICE WORKSHEET, will be replaced with Exhibit H-3 – REVISED INVOICE WORKSHEET, attached hereto and incorporated herein by reference.
4. Except for the changes set forth herein above, all terms and provisions of the Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the County of Los Angeles and Contractor have caused this Amendment to be executed on their behalf by their duly authorized representatives, the day and year first above written.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Kristin Sakoda, Director  
Department of Arts and Culture

Date: \_\_\_\_\_

CONTRACTOR

By: \_\_\_\_\_  
Franklin Acevedo, Board President  
Boyle Heights Arts Conservatory

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Heidy Vaquerano, Secretary  
Boyle Heights Arts Conservatory

Date: \_\_\_\_\_

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
Senior Deputy County Counsel

**EXHIBIT B-3**  
**REVISED SCOPE OF WORK**  
**YOUTH DEVELOPMENT THROUGH THE ARTS | ARTS INSTRUCTION FOR**  
**YOUTH IN PROBATION CAMPS AND JUVENILE HALLS**

**1. Project Description**

Beginning August 2021 and extending through June 30, 2024, highly qualified teaching artists from Boyle Heights Arts Conservatory (Consultant) will provide instruction in visual art, creative writing, music, dance, media arts, or theatre for youth at LA County detention facilities (Camps and Halls) and/or other residential facilities, as assigned by the Los Angeles County Department of Arts and Culture, and in partnership with other County agencies.

Consultants will provide arts instruction and associated services for youth in each assigned location, where services generally include, but art not limited to:

- **Up to three (3) days per week** of instruction (may be scheduled during the school day and/or extended into after-school hours, according to the needs of each location; sessions are most often scheduled Monday through Friday, though Saturday, Sunday, or evening workshops are sometimes requested)
- **Up to three (3) hours of instruction per day** (this could be split into multiple sessions of varying lengths, but generally will not exceed three hours total for each day of instruction)
- **Up to fifteen (15) youth per session** (instruction is provided for all students enrolled in the class);

Consultants will ensure that:

- Sessions are taught by a team of two collaborating artists with specific experience in the delivery of healing-centered, culturally responsive arts instruction;
- Curriculum is designed to meet youth development and/or social-emotional learning outcomes;
- Curriculum is aligned with established themes or goals of the site, as determined in consult with classroom teachers and site administrators, where applicable;
- Work products created by students remain at each site as evidence student learning; and
- Demonstrations of student learning through culminating events, performances, and/or exhibitions are included in the instructional plan.

There also may be opportunities for Consultants to provide supplemental services (to be paid in addition to the baseline instructional components described above), which may include but are not limited to:

- Standalone performances or exhibits
- Field trips to arts and/or cultural venues
- Parent/family workshops or other community engagements

- Workshops and/or training sessions for teachers, staff, or other adults who serve youth

Supplemental services may be offered and provided only as discussed and agreed upon by Arts and Culture and the site, and they must be listed in the signed Site Service Agreement for each cycle.

## 2. Assigned Site

Sites for the 2021-2024 program year may include, but are not limited to:

- Camp Afflerbaugh
- Central Juvenile Hall
- Camp Kilpatrick
- Barry J. Nidorf Juvenile Hall

**Please note that there may be circumstances beyond the Consultant’s and/or Arts and Culture’s control that prevent the start of work or that interrupt the continuation/completion of work at a given site. The assigning of a contract is NOT a guarantee of work. Exhibit D details the guidelines around cancellation of classes.**

## 3. Arts Facilitator Services

3.1 Contractor will provide Arts Facilitator Services to coordinate and support arts instruction with duties that include, but are not limited to:

- 3.1.1 Communicating and coordinating with contracted community-based organizations, teaching artists, and County or site staff to support service delivery.
- 3.1.2 Providing support to Teaching Artists including supporting classroom management, curriculum development, and program design, to ensure program delivery is responsive to participants’ needs.
- 3.1.3 Conducting outreach and recruitment activities to support attendance by intended participants.
- 3.1.4 Supporting the development of Site Service Agreements with County staff and site staff.
- 3.1.5 Supporting professional development activities for adults serving youth populations.
- 3.1.6 Providing healing-centered guidance for participating youth to support their continued access to, and attendance of, arts-based programs.
- 3.1.7 Participating in meetings to share perspectives on student creativity, cooperation, and social-emotional growth through arts engagement.
- 3.1.8 Monitoring community and County service sites to support the safety of youth and teaching artists, and follow established safety protocols as directed by Arts and the service sites.

- 3.2 Contractor will provide Arts Facilitator services from February 1, 2023 through January 20, 2024.
- 3.3 Contractor will bill ARTS at a rate of \$100 per hour for 28 hours per week of Arts Facilitator services in accordance with the invoice schedule (Section 8 below), and rate schedule and invoice worksheet (Exhibit H). Contractor may also bill for mileage and materials associated with Arts Facilitator services. Total billing for Arts Facilitator services (hourly rate, plus mileage, plus materials, plus administrative overhead) may not exceed \$200,000 over the contract term.

#### **4. Payment of Artists**

Arts and Culture is deeply committed to advancing pay equity within the arts education field. The fee schedule employed for all Youth Development Through the Arts contracts was developed in conversation with our community of arts partners. It is expected that all Teaching Artists who work under this contract are adequately compensated for their time and expertise. While Arts and Culture does not monitor or track payment to Teaching Artists, it is our expectation that Teaching Artists receive the full amount of the comprehensive fees allocated for their work under this contract. These fees include compensation for planning and curriculum design, direct instruction, set-up and clean-up, recruitment and community engagement, and an allocation for materials/supplies and mileage (or “miscellaneous costs” during the virtual instruction period).

#### **5. Project Management**

- Consultant will schedule and complete project planning meetings at each site prior to the launch of each cycle. Arts and Culture will be included in communication efforts to schedule meetings and will be notified of confirmed meeting dates, times and locations in a timely manner, to enable participation. Consultant agrees to comply with directives as listed in Exhibit C, Planning Guidelines.
- Arts and Culture will be included in communications between Consultant and Site staff, as outlined in Exhibit D, Scheduling, Cancellation, and Attendance Guidelines.
- Documentation of participant attendance will include a Participant Log (Exhibit I) for each site and the Workshop Sign-in Sheet (Exhibit J) for each workshop on a template provided by Arts and Culture. Upon Arts and Culture’s request, Consultant will submit completed Workshop Sign-in Sheets as additional support documentation.
- Consultant will provide Requests for LiveScan and Provisional Clearance Requests in a timely manner and agrees to comply with guidelines as described in Exhibit E, Clearance Procedures.
- Consultant will submit invoices as outlined in the Deliverables and Payment Schedule section of this document.
- Consultant will submit signed approval for any large-scale visual arts projects in advance of their production, as provided in Permanent Installation Design Approval form, Exhibit F.
- Consultant will attend a year-end debrief meeting with Arts and Culture.

#### **6. Credit and Acknowledgement**

Consultant will acknowledge Youth Development through the Arts (“Project”) as follows:

*Youth Development through the Arts is a project of the Los Angeles County Arts Education Collective, and is implemented as a partnership between the Los Angeles County Probation Department, Los Angeles County Department of Arts and Culture and Boyle Heights Arts Conservatory.*

- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project digital and print communications, promotional and product materials. The Arts Ed Collective and Arts and Culture logos must be no smaller than one inch in width, no smaller than the Consultant logo, and be placed as a standalone.
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project web pages and will hyperlink the Arts Ed Collective logo to [www.lacountyartsedcollective.org](http://www.lacountyartsedcollective.org), and the Arts and Culture logo to [www.lacountyarts.org](http://www.lacountyarts.org).
- Consultant will include the above acknowledgement and the Arts Ed Collective and Arts and Culture logos on all Project email blasts.
- Consultant will verbally share the above acknowledgement in all events and presentations of the Project.
- Consultant will include the above acknowledgement on all student work products to remain at each facility, including Project mural installation displays.
- Consultant will include the above acknowledgement in all press materials and releases.
- Consultant will submit all digital and print materials featuring the Arts Ed Collective and Arts and Culture logos, as well as all draft press releases announcing the Project, to Arts and Culture's Director of Communications and Public Affairs for review and approval before finalizing, printing, or distributing.
- Consultant will provide a minimum of 48 hours' notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

## 7. Reporting and Documentation

The submission of the following documents is required for all services, in accordance with the Deliverables and Payment Schedule below. Payments are contingent upon acceptable completion and submission of all deliverables and a final debrief meeting with Arts and Culture.

- **Exhibit F, Permanent Installation Design Approval Form** – If a permanent arts installation is planned for a site, it should be noted on the Site Service Agreement (Exhibit G). Detailed renderings of the design and content must be submitted for approval to the Department of Probation along with the Permanent Installation Design Approval Form (Exhibit F) provided by Arts and Culture. Approved renderings and signed approval form must be promptly reported to Arts and Culture.
- **Exhibit G, Site Service Agreement** – The workshop schedule, as well as the teaching artist(s) and Probation personnel assigned to the project, should be confirmed at an initial planning meeting and must be submitted on the Site Services Agreement. Revisions to the schedule must be noted and submitted in accordance with the instructions detailed in Exhibit G.

- **Exhibit H, Invoice Worksheet** – Documentation of the actual services delivered at each site must be submitted on a template provided by Arts and Culture.
- **Exhibit I, Participant Log** – Documentation of student participation in each workshop must be submitted on a template provided by Arts and Culture. The Participant Log is a summary of all participants during all sessions of the cycle. In the event that questions arise regarding youth participation, Arts and Culture may request that the Consultant also submit **Exhibit J, Sign-In Sheets**, as supporting documentation.
- **Photographic Documentation of Student Work** – High resolution photographic images in digital format of students engaged in art-making and/or student work must be submitted.
- **Exhibit K, End of Cycle Report** – A written report must be submitted to Arts and Culture in accordance with the deliverables and payment schedule below, using a template provided by Arts and Culture. Reports will include but are not limited to a written narrative summarizing instruction provided at each site, the successes and challenges of the project, and recommendations for improvement and participation data.
- **Proposed Curriculum** (curriculum map or individual lesson plans) for instruction to be provided at each site.
- **Documentation of any press or media coverage** that featured this project.

## 8. Deliverables and Payment Schedule

### September 2021 - August 2022

The following table provides the tentative deliverables, invoicing deadlines, and maximum invoice amounts for this scope of work. All invoicing and payment will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the invoice Worksheet (Exhibit H) for each invoice period. All reimbursable payments require receipts for food and supplies and signed vouchers from individuals as documentation. A complete list of all reimbursable charges indexed to receipts and vouchers must be provided on a separate page.

Description of Services	Deadline	Payments
<b>FALL CYCLE—September – December 2021</b>		
<b><i>Deliverable Set 1</i></b> Consultant will complete Fall Cycle project planning meetings at each assigned site Consultant will submit to Arts and Culture for each assigned site: <ul style="list-style-type: none"> <li>• Signed Site Service Agreement (Exhibit G)</li> <li>• Proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Upon signing of contract	No invoice submitted

<p><b>Deliverable Set 2</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services through the invoice date</li> <li>• Participant Logs (Exhibit I) for services through the invoice date</li> <li>• CBO Monthly Service Delivery Forms</li> </ul>	<p>October 29, 2021</p>	<p>Submitted invoice for \$28,052</p>
<p><b>Deliverable Set 3</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• Participant Logs (Exhibit I) for services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>	<p>January 7, 2022</p>	<p>Submitted invoice for \$15,105</p>
<p><b>SPRING CYCLE January – June 2022</b></p>		
<p><b>Deliverable Set 4</b> Consultant will complete Spring Cycle project planning meetings at each assigned site Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Signed Site Service Agreement (Exhibit G)</li> <li>• Proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>January 14, 2022</p>	<p>Submitted invoice for \$4,000</p>
<p><b>Deliverable Set 5</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services through the invoice date</li> <li>• Participant Logs (Exhibit I) for services through the invoice date</li> <li>• CBO Monthly Service Delivery Forms</li> </ul>	<p>March 18, 2022</p>	<p>Submitted invoice #5 for \$42,622</p>

<p><b>Deliverable Set 6</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• Participant Logs (Exhibit I) for services delivered from the mid-cycle invoice date (if applicable) through the end-of-cycle date</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>	June 17, 2022	Submitted invoice #6 for \$19,633
<b>SUMMER CYCLE June- August 2022</b>		
<p><b>Deliverable Set 7</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from last invoice date through August 31, 2022</li> <li>• Participant Logs (Exhibit I) for services delivered from last invoice date through August 31, 2022</li> <li>• End of Cycle report (Exhibit K)</li> <li>• Documentation of Student Work</li> <li>• Documentation of any press or media coverage that featured this project</li> </ul>	September 15, 2022	Submitted invoice #7 for \$32,028

**August 2022 - June 30, 2023**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) after the end of the quarter, as outlined below. All payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Invoice Worksheet (Exhibit H) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and Invoice Deadline
<b>First Quarter - August 16, 2022, through November 15, 2022</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered August 16, 2022 through November 15, 2022</li> <li>• Participant Logs (Exhibit I) for services delivered August 16, 2022 through November 15, 2022</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> </ul>	Submitted invoice #8 for \$31,601



<ul style="list-style-type: none"> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	
<b>Second Quarter- November 16, 2022 through February 15, 2023</b>	
<p><b>Quarter 2</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from November 16, 2022 through February 15, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from November 16, 2022 through February 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	Submitted invoice #9 for \$49,891
<b>Third Quarter- February 16, 2023 through May 15, 2023</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from February 16, 2023 through May 15, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from February 16, 2023 through May 15, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered <b>February 16, 2023, through May 15, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before <b>June 14, 2023</b></u></p>
<b>Fourth Quarter- May 16, 2023 through June 30, 2023</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from May 16, 2023 through June 30, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from May 16, 2023 through June 30, 2023</li> <li>• <b>End of year report (Exhibit K)</b></li> <li>• <b>Documentation of Student Work</b></li> <li>• <b>Documentation of any press or media coverage that featured this project</b></li> </ul>	<p>Submit invoice for services delivered <b>May 16 through June 30, 2023</b></p> <p>Invoice and all documentation <u>must be received on or before <b>July 30, 2023</b></u></p>
<b>Maximum Sum Payable for Initial Term and First Extension Term Combined:</b>	\$350,000

**ADDITIONAL SERVICES  
July 2023 - June 30, 2024**

The following table outlines the tentative deliverables and invoicing deadlines for services delivered through the contract year. Invoices must be submitted quarterly and no later than thirty (30) days after the end of the quarter, as outlined below. All payments will follow the successful completion and submission of work as stated. Actual payment amounts are determined by and based on services provided and reported on the Invoice Worksheet (Exhibit H) for each invoice period. Failure to submit all required documentation and invoices by the stated deadlines may result in the termination of the contract.

Description of Services	Service Period and
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	<b>Invoice Deadline</b>
<b>First Quarter- July 1, 2023, through September 30, 2023</b>	
<p><b>Quarter 1</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered July 1, 2023 through September 30, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered July 1, 2023 through September 30, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered July 1, 2023 through September 30, 2023</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>October 30, 2023</u></b></p>
<b>Second Quarter- October 1, 2023 through December 31, 2023</b>	
<p><b>Quarter 2</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from October 1, 2023 through December 31, 2023</li> <li>• Participant Logs (Exhibit I) for services delivered from October 1, 2023 through December 31, 2023</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered October 1, 2023 through December 31, 2023</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>January 31, 2024</u></b></p>
<b>Third Quarter- January 1, 2024 through March 31, 2024</b>	
<p><b>Quarter 3</b> Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from January 1, 2024 through March 31, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from January 1, 2024 through March 31, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered January 1, 2024 through March 31, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>April 30, 2024</u></b></p>
<b>Fourth Quarter- Period One - April 1, 2024 through May 15, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from April 1, 2024 through May 15, 2024</li> <li>• Participant Logs (Exhibit I) for services delivered from April 1, 2024 through May 15, 2024</li> </ul> <p>And if applicable this billing period, consultant will:</p> <ul style="list-style-type: none"> <li>• Complete project planning meetings at each assigned site</li> <li>• Submit Site Service Agreement (Exhibit G)</li> <li>• Submit proposed curriculum (curriculum map or individual lesson plans)</li> </ul>	<p>Submit invoice for services delivered April 1, 2024 through May 15, 2024</p> <p>Invoice and all documentation <u>must be received on or before</u> <b><u>June 14, 2024</u></b></p>
<b>Fourth Quarter- Period Two – May 16, 2024 through June 30, 2024</b>	
<p>Consultant will submit to Arts and Culture for each assigned site:</p> <ul style="list-style-type: none"> <li>• Invoice Worksheet (Exhibit H) detailing services delivered from May 16, 2024 through June 30, 2024</li> </ul>	<p>Submit invoice for services delivered May</p>

<ul style="list-style-type: none"><li>• Participant Logs (Exhibit I) for services delivered from May 16, 2024 through June 30, 2024</li><li>• <b>End of year report (Exhibit K)</b></li><li>• <b>Documentation of Student Work</b></li><li>• <b>Documentation of any press or media coverage that featured this project</b></li></ul>	16, 2024 through June 30, 2024  Invoice and all documentation <u>must be received on or before July 30, 2024</u>
<b>Maximum Sum Payable for Initial Term, First Extension Term, and Second Extension Terms Combined:</b>	<b>\$ 806,380</b>

**Youth Development Through the Arts**  
**Revised Invoice Worksheet**  
**Exhibit H-3**

	Rates through May 15, 2023			
	Services: up to 5 weeks	Services: 6-10 weeks	Services: 11 -14 weeks	Services: 15 + weeks
<b>Fixed Coordination Expenses</b>				
Program Coordinator	\$ 1,000	\$ 2,000	\$ 2,500	\$ 3,750
Documentation Allowance	\$ 50	\$ 75	\$ 100	\$ 150
	<b>\$ 1,050</b>	<b>\$ 2,075</b>	<b>\$ 2,600</b>	<b>\$ 3,900</b>
Additional support staff (Case Manager, Artist Facilitator, etc.-- Flat fee, per cycle)	\$ 1,000	\$ 2,000	\$ 2,500	\$ 3,750
Additional program coordination fee (flat fee multiplied by the number of additional program strands)		\$ 1,500	\$ 1,500	\$ 1,500

<b>Fixed Instructional Expenses</b>				
On-Site Pre-Planning (2 artists @ \$75/hr - 2 hrs, including mileage/other)	\$ 405	\$ 405	\$ 405	\$ 405
Curriculum Coordination - stipend	\$ 300	\$ 400	\$ 500	\$ 500
Towards materials, misc	\$ 250	\$ 350	\$ 500	\$ 500
	<b>\$ 955</b>	<b>\$ 1,155</b>	<b>\$ 1,405</b>	<b>\$ 1,405</b>

<b>Variable Instructional Expenses</b>		<b>Unit Rate</b>
<b>Up to 90 minutes per session</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 90-min maximum, including prep/tear down and mileage/other)		\$ 405
<b>Up to 3 hours per session (including a "double" or "back-to-back" session)</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 3 hr maximum, including prep/tear down and mileage/other)		\$ 630

<b>Variable Expenses - A la carte items</b>		<b>Unit Rate</b>
Teaching Hand Off - up to 2 hours (2 artists @ \$75/hr - 90 minutes, including mileage/other)		\$ 330
Teaching Hand Off - 3 hours (2 artists @ \$75/hr - 3 hrs, including mileage/other)		\$ 555
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute session, 30 min of set up/tear down, 4 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc		\$ 1,100
Full-day professional development		\$ 5,000
Supplemental art materials		\$ 1,000
Family Engagement and/or Parks After Dark (PAD) (2 artists @ \$75/hr - 3hrs, including prep/tear down and mileage/other)		\$ 630
Arts Facilitator Services		\$ 100
Family Engagement/PAD supplemental planning		\$ 100
On-Site Performances/Other (describe) <i>fee to be determined in conversation with Program Manager prior to delivery</i>		\$ -
Field Trip Facilitation (2 artists @ \$75/hr up to 8 hrs)		\$ 1,200
Mileage beyond 80 miles round trip		\$ 1,500
Additional program-related time (fingerprinting, picking up supplies, etc.) (2 artists @ \$75/hr - 1 hr/week)		\$ 150

**Reimbursable Expense (Receipts must be submitted)**

Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)

Field Trip Transportation (\$250/ trip for up to two trips per cycle)

Student Performance Stipends (\$250 per student, for up to two students per cycle)

Student basic needs support (\$100 per student, for up to 5 students per cycle)

Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)

<b>Rates effective May 16, 2023</b>	
<b>Per Site, Per Quarterly Invoicing Period</b>	
Program Coordination	\$ 3,550
Additional support staff (Case Manager, etc.)	\$ 3,400
Additional program coordination fee (flat fee multiplied by the number of additional program strands)	\$ 2,000

Planning, curriculum, materials, etc.	1,705
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<b>Variable Instructional Expenses</b>		<b>Unit Rate</b>
<b>Up to 90 minutes per session</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 90-min maximum, including prep/tear down and mileage/other)		\$ 505
<b>Up to 3 hours per session (including a "double" or "back-to-back" session)</b>		
Teaching Time, Recruitment Day, Culmination (2 artists @ \$100/hr - 3 hr maximum, including prep/tear down and mileage/other)		\$ 805

<b>Variable Expenses - A la carte items</b>		<b>Unit Rate</b>
Teaching Hand Off - up to 2 hours (2 artists @ \$100/hr - 90 minutes, including mileage/other)		\$ 405
Teaching Hand Off - 3 hours (2 artists @ \$100/hr - 3 hrs, including mileage/other)		\$ 705
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute session, 30 min of set up/tear down, 4 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc		\$ 1,505
Full-day professional development		\$ 6,000
Supplemental art materials <i>fee to be determined in conversation with Program Manager prior to delivery</i>		
Family Engagement and/or Parks After Dark (PAD) (2 artists @ \$100/hr - 3hrs, including prep/tear down and mileage/other)		\$ 805
Arts Facilitator Services		\$ 100
Family Engagement/PAD supplemental planning (\$100/hr per artist)		\$ 100
On-Site Performances/Other (describe) <i>fee to be determined in conversation with Program Manager prior to delivery</i>		\$ -
Field Trip Facilitation (2 artists @ \$100/hr up to 8 hrs)		\$ 1,600
Mileage beyond 80 miles round trip		\$ 1,500
Additional program-related time (fingerprinting, picking up supplies, training, etc.) (\$100/hr )		\$ 100

**Reimbursable Expense (Receipts must be submitted)**

Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)

Field Trip Transportation (\$1,250/ trip for up to two trips per cycle)

Student Performance Stipends (\$250 per student, for up to two students per cycle)

Student basic needs support (\$100 per student, for up to 5 students per cycle)

Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)