

EXECUTIVE OFFICE



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

EDWARD YEN
EXECUTIVE OFFICER

**COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS**

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

28 June 3, 2025

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

June 03, 2025

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

Dear Supervisors:

**RECOMMENDATION TO APPROVE MASTER AGREEMENT WORK ORDER NO. EO-24-01
UNDER DEPARTMENT OF PUBLIC HEALTH MASTER AGREEMENT FOR LA VS HATE
COMMUNITY ENGAGEMENT AND RELATED SERVICES
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Request approval to execute a Master Agreement Work Order (MAWO) utilizing the Department of Public Health's (DPH) Community Engagement and Related Services Master Agreement with AAPI Equity Alliance. The Human Relations Commission (HRC) of the Executive Office (EO) issued a Work Order Solicitation to acquire a qualified contractor to provide formal collaboration among the contractor and its Rapid Response Network (RRN) agencies that make up the LA vs Hate RRN, and to enable HRC to carry out its countywide hate violence prevention program to serve the most affected communities.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Executive Officer, or designee, to execute a MAWO with AAPI Equity Alliance in the amount of \$715,000, using DPH's Community Engagement and Related Services Master Agreement, in a format substantially similar to the sample MAWO provided in Attachment I, which has been approved as to form by County Counsel.
2. Delegate authority to the Executive Officer, or designee, to approve and execute amendments to the MAWO to extend the term of the MAWO, increase or decrease funds based on availability of funding, with increases not to exceed 10% of the maximum contract amount, modify the type of work to be completed, and/or update the Statement of Work, as needed, and are consistent with the original intent of the agreement, conform to any Board-ordered or otherwise mandatory contract

provisions, and have been approved as to form by County Counsel.

3. Delegate authority to the Executive Officer, or designee, to terminate the MAWO for convenience, when such action is deemed by the Executive Office of the Board of Supervisors, in its sole discretion, to be in the County's best interest.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 21, 2020, the Board authorized the Director of DPH, to execute Master Agreements with qualified contractors to provide as-needed community engagement and related services countywide, for the period of February 1, 2020, through January 31, 2022. Additionally, the approval also authorized DPH to execute amendments to the Master Agreements that extend the term up to four (4) additional two (2) year terms through January 31, 2030. Authority was also delegated to other County departments to execute competitively solicited MAWOs for services performed under the Master Agreements subject to the following criteria: a) if a Work Order Solicitation (WOS) results in a MAWO that is \$299,999 or less annually, upon County Counsel review and approval, the respective department will notify your Board of the MAWO; and b) if a WOS results in a MAWO that is \$300,000 or more annually, the respective department will return to your Board for approval. Annually, DPH provides your Board, the CEO, and County Counsel a listing of all approved vendors, executed MAWOs, the total amount awarded to each vendor, as well as the total cumulative amount awarded to each vendor.

The availability of qualified contractors that have been pre-approved by DPH to provide community engagement services has assisted HRC in finding the most qualified contractor within a reasonable time frame. The alarming rise of hate crimes in recent years, both at the national and local level, requires an elevated need for contractors that have demonstrated relevant experience and capacity to provide community engagement and related services. To combat the rise of hate crimes and protect vulnerable communities, the Board directed HRC to create and launch a multi-year public outreach anti-hate campaign, which led to the commission's creation and implementation of the LA vs Hate Anti-Hate Initiative. The LA vs Hate program strives to prevent the hate violence that has been reported to be experienced at historic levels by our communities, by engaging communities and community-serving organizations, which include but are not limited to community non-profits, schools, law enforcement agencies, faith organizations, the County's 88 cities, the LA Chamber of Commerce, and entertainment and sports celebrities, to seek ways to unite County communities against hate crimes and acts of bias-motivated hostility and discrimination. Strategies include community engagement/education on creating neighborhoods visibly united against hate, bystander training to stop hate, outreach about accessing services for hate victims, coalition building to prevent and respond effectively to hate acts, hate victim support and services that include civil rights remedies and individual and community healing from the trauma of hate.

On October 20, 2021, the HRC executed a Work Order through the former department Workforce Development, Aging, and Community Services' (WDACS) existing Social Enterprise Employment and Training Program Master Agreement. This Work Order facilitated the contracting of a LA vs Hate partner that would hire and train staff at nonprofit agencies which serve communities most affected by hate crimes and incidents, to provide hate prevention/response education and victim support for hate crimes and bias-motivated hostility, utilizing multiple communications methods, such as social media, internet, etc. The Work Order is currently set to expire on May 31, 2025.

On September 13, 2022, the Board allocated \$1,045,000 to HRC in Measure B funding to support

trauma and injury prevention activities for the LA vs Hate program. To utilize Measure B funds, HRC re-solicited for the existing anti-hate services to continue the program's purposes and goals which is currently provided by the existing Work Order. HRC employed DPH's Community Engagement and Related Services Master Agreement to issue a Work Order Solicitation (WOS). These services will enable the County to build community capacity, partnership, and coordination to counter the rising trend in hate crimes and prevent hate-motivated violence by strengthening the collaborative LA vs Hate Rapid Response Network (RRN), comprised of nonprofit agencies serving people most affected by hate crimes in LA County, as indicated by the HRC's analyses on reported hate crimes and hate incidents. Under the MAWO, LA vs Hate RRN agencies will engage communities and people hurt by hate acts, provide case management/support for identified cases, carry out community-wide impact activities, and develop prevention strategies, resources and tools to counter rising hate crimes, through such activities as special outreach and arts-based events, community workshops, educational panels, and internet/social media tactics.

Implementation of Strategic Plan Goals

This action is consistent with the County's Strategic Plan, North Star 2: Foster vibrant and resilient communities, such as the goal to enhance the safety of the public and our communities by addressing the risks, danger, harm, and conditions that cause, drive, or can help mitigate unlawful activity and crime, and supports law enforcement accountability and transparency. This MAWO will promote an equitable, hate-free environment for communities impacted by hate crimes and other forms of bigotry and discrimination. Through the successful implementation of the MAWO, County residents and network agencies will work together to proactively prevent hate violence by engaging community to show visible unity against hate, strengthening networks to respond rapidly to hate acts, providing support to victims of hate, and showing solidarity among communities most targeted for hate and their allies.

FISCAL IMPACT/FINANCING

The total maximum obligation of the MAWO is estimated not to exceed \$715,000 effective upon date of execution through May 31, 2026. Funding for this service is available through HRC's Measure B fund allocation and is available in the Executive Office's Fiscal Year 2024-25 Adopted Budget and Fiscal Year 2025-26 Base Budget. Costs for services under this agreement will be offset by Measure B revenue received from the Department of Health Services and will have no impact to Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 2019, DPH issued a new Request for Statement of Qualifications (RFSQ) to secure a pool of qualified vendors and enabled County departments to obtain community engagement and related services through Master Agreements on an as-needed basis. The DPH is responsible for the administration of the Master Agreements, which provide a pool of pre-qualified vendors that have demonstrated relevant experience and capacity to provide one or more community engagement and related services or serve as fiscal sponsor for another organization to provide the services. The Master Agreements include all the current Board-mandated provisions and each of the contractors have agreed to all the terms therein. Approval of the Master Agreement does not guarantee a contractor any minimum amount of business. The County only incurs an obligation as individual MAWOs are issued.

Furthermore, on July 17, 2018, the Board unanimously passed a motion by Supervisors Hilda Solis

and Sheila Kuehl to protect vulnerable communities in Los Angeles County from hate crime, including the creation of the anti-hate campaign, which was later named LA vs Hate. To effectively carry out the objectives of the motion and several later related Board actions, HRC has utilized DPH's Community Engagement and Related Services Master Agreement to issue a WOS. Currently, the services are being provided through a Work Order for Social Enterprise Employment and Training Program Master Agreement, which is set to expire on May 31, 2025.

CONTRACTING PROCESS

On November 1, 2024, the EO released the WOS to all qualified contractors with an active Master Agreement under DPH's Community Engagement and Related Services Master Agreement. Two Addendums were sent to all qualified contractors to clarify the WOS requirements and allow additional time to submit a Proposal. Contractors were given the opportunity to submit a Proposal on or before December 16, 2024. Consequently, a total of four (4) contractors submitted Proposals in response to the WOS. The Proposals were reviewed by the EO to validate the minimum requirements of the WOS were met. The four Proposals were then evaluated by an Evaluation Committee, which met on January 15, 2025. Once the evaluations were completed, the scores were mathematically averaged to determine the most qualified contractor, which resulted in the selection of AAPI Equity Alliance. On March 17th and 18th, the EO received Debriefing requests from two non-selected Proposers, Inner City Visions and Special Services for Groups. Debriefings were conducted on April 2nd and April 9th. Non-selected Proposers were given three business days to inform the EO of their intent to submit a Protest; however, no Protests were received.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the MAWO will ensure that the current LA vs Hate Rapid Response Network's hate violence prevention services and projects for HRC will be able to continue without interruption during these critical times.

Respectfully submitted,



Edward Yen

Executive Officer

EY:sp

Enclosures

c: Chief Executive Officer
County Counsel

ATTACHMENT F

Master Agreement Number: PH-00xxxx

Work Order Number: NO. EO-24-01

**COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH
SAMPLE MASTER AGREEMENT WORK ORDER
FOR
COMMUNITY ENGAGEMENT AND RELATED SERVICES

AAPI EQUITY ALLIANCE**

This Master Agreement Work Order and attachments hereto is made and entered into on _____, by and between the County of Los Angeles, Department of Public Health hereinafter referred to as “County” and AAPI Equity Alliance, hereinafter referred to as “Contractor”. Contractor is located at 905 E. 8th Street, Los Angeles, CA 90021.

RECITALS

WHEREAS, on [Mo/Day/Year] the County and Contractor, entered into Master Agreement Number PH-00xxxx to provide Community Engagement and Related Services for the Department of Public Health (Public Health); and

WHEREAS, Contractor submitted a response to Work Order Solicitation (WOS) Number CES-WOS-XXX LA VS Hate Rapid Response Network Project, released by the County on November 1, 2024, for Community Engagement and Related Services; and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments d under this Master Agreement Work Order (MAWO) and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-00xxxx remain in full force and effect; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Attachments A, B, C, D, E, F and G are attached to, and form a part of, this MAWO. In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents description of any task, deliverable, goods, service, or other work, or otherwise between the base MAWO and the attachments, or between attachments, such conflict or inconsistency will be

resolved by giving precedence first to the Master Agreement, MAWO, and then to the attachments according to the following priority.

Standard Attachments:

Attachment A: Statement of Work & Attachments (to be attached to the MAWO)
Attachment B: INTENTIONALLY OMITTED
Attachment C: Budget(s) (to be attached to the MAWO)

Forms Required for Each Work Order Before Work Begins

Attachment D-1: Contractor's Acknowledgment and Confidentiality Agreement
Attachment E-1: County's Administration
Attachment F-1: Contractor's Administration

Unique Attachments:

Attachment G: Health Insurance Portability and Accountability Act ("HIPAA")

2.0 WORK

Pursuant to the provisions of this MAWO, the Contractor will fully perform, complete, and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work. This MAWO constitutes the complete and exclusive statement of the understanding between the parties, relating to the subject matter of this MAWO.

3.0 TERM OF MASTER AGREEMENT WORK ORDER

The term of this MAWO is effective date of execution through May 31, 2026, with provision for four (4) additional one-year terms through May 31, 2030, subject to performance and availability of funds, unless sooner terminated or extended, in whole or in part, as provided in this MAWO.

4.0 MAWO BUDGET

County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Budget, attached hereto and incorporated herein by reference. Contractor must not add or replace services or personnel without the prior written permission of the County Project Manager or designee.

5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this MAWO, without cause,

upon the giving of ten calendar days written notice to Contractor. As an alternative to cancellation, Director may, at their sole discretion, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this MAWO via written amendment.

6.0 FUNDING SOURCE

Provision of services under this MAWO for LA vs Hate Rapid Response Network Project for Community Engagement and Related Services are 100 percent funded by Measure B funds.

7.0 MAXIMUM TOTAL COST AND PAYMENT

7.1 For the period of date of execution through January 31, 2026, the annual Maximum Total amount that County will pay Contractor for all Services to be provided under this MAWO will not exceed \$715,000; as set forth in Attachment C, Budget.

Insert below if the MAWO has multiple periods/budgets

For the period of five years through May 31, 2030, the Maximum Total Amount that County will pay Contractor for all Services to be provided under this MAWO will not exceed seven hundred and fifteen thousand dollars (\$715,000); as set forth in Attachment C, Budget.

7.2 County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Budget(s).

7.3 Contractor must satisfactorily perform and complete all required Services in accordance with Attachment A, Statement of Work, notwithstanding the fact that total payment from County will not exceed the Total Maximum Amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the attachment(s) including, but not limited to, any time spent on the preparation for such activities.

7.5 Within 30 calendar days after expiration or termination of this MAWO, Contractor must submit to County's Project Manager, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoices to the County's Project Manager within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.

7.6 Director of Public Health may elect, or Contractor may request the Director of Public Health or designee, to execute Change Notices to the MAWO that: authorize modifications to or within budget categories within each budget, and make corresponding service adjustments, as necessary; changes to hours of

operation, and/or service locations, and/or changes to MAWO's terms and conditions. As authorized by the Board, a written Change Notice must be signed by the Director, or designee, and Contractor, and incorporated into and become part of this MAWO pursuant to sub-paragraph 8.1.4 of the Master Agreement.

8.0 INVOICE AND PAYMENTS

- 8.1 Contractor must invoice the County in arrears only for providing the tasks, deliverables, services, and other work specified in this MAWO.
- 8.2 Invoices under this MAWO must be submitted to County's Project Manager within 30 calendar days after the close of each calendar month during which the services were rendered. County will make a reasonable effort to make payment within 30 days following receipt of a complete and correct monthly invoice. County will make payment in accordance with Attachment C, Budget(s).

Contractor must invoice County on a Cost Reimbursement basis, as reflected in Attachment C, Budget.

Cost Reimbursement:

- Salaries
- Employee Benefits
 - o At a minimum, the benefit package must include FICA, SUI, Disability Insurance, and Workers Compensation.
- Fixed Costs (if applicable)
- Operating Expenses
- Mileage and Travel
- Other Costs (including Consultants/Subcontractors)
- Indirect Costs

Invoices under this MAWO must be submitted to the address(es) set forth in Attachment E.

9.0 CONFLICT OF INTEREST

- 9.1 No County employee whose position with the County enables such employee to influence the award of this MAWO or any competing Work Order, and no spouse or economic dependent of such employee, will be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this MAWO. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way

attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

9.2 Contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted, during the terms of this MAWO. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County. Full written disclosure must include but is not limited to identification of all personnel implicated, and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph is a material breach of the Master Agreement.

10.0 MANDATORY COMPLETION DATE

Contractor must provide all deliverables no later than the completion date identified in the Statement of Work, Attachment A. Contractor must ensure all Services have been performed by such date.

11.0 SERVICES

Contractor will not be paid for any task, deliverable, service, or other work that is not specified in this MAWO, and/or that exceeds the Maximum Total Amount and Payment amount of this MAWO, and/or that goes beyond the expiration date of this MAWO.

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All Terms of the Master Agreement will remain in full force and effect. The terms of the Master Agreement will govern and take precedence over any conflicting terms and/or conditions in this MAWO. Neither the rates nor any other specifications in this MAWO are valid or binding if they do not comply with the terms and conditions of the Master Agreement, regardless of any oral promise made to Contractor by any County Personnel, whatsoever.

In witness whereof, Contractor has executed this Work Order, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Work Order to be executed on its behalf by the County's Director of Public Health or designee thereof, the month, day, and year first written above.

COUNTY OF LOS ANGELES

By: _____
Edward Yen
Executive Officer

AAPI Equity Alliance
CONTRACTOR

By: _____
Signature

Printed Name

Title: _____

APPROVED AS TO FORM:
BY THE OFFICE OF THE COUNTY COUNSEL
DAWYN R. HARRISON
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By: _____
Contracts and Grants Division
Management

COUNTY'S ADMINISTRATION**MASTER AGREEMENT WORK ORDER NUMBER: PH-XXXXX****COUNTY'S WORK ORDER PROGRAM DIRECTOR:**

Name: Robin Toma
Title: Executive Director
Address: 510 S. Vermont Avenue, 11th Floor
Los Angeles, CA 90020
Telephone: (213) 304-4180
E-Mail: rtoma@hrc.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name: Deysy Donis-Santos
Title: Human Services Administrator I
Address: 510 S. Vermont Avenue, 11th Floor
Los Angeles, CA 90020
Telephone: (213) 304-4180
E-Mail: ddonis-santos@hrc.lacounty.gov

INVOICES TO BE SUBMITTED TO:

Name: Siranush Vardanyan
Title: Special Assistant
Address: 510 S. Vermont Avenue, 11th Floor
Los Angeles, CA 90020
Telephone: (213) 304-4180
E-Mail: sivardanyan@hrc.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: _____

MASTER AGREEMENT WORK ORDER NUMBER: **PH-XXXXX**

CONTRACTOR'S PROJECT DIRECTOR:

Name: _____
Title: _____
Address: _____

Telephone: _____
E-Mail: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: _____
Title: _____
Address: _____

Telephone: _____
E-Mail: _____

Name: _____
Title: _____
Address: _____

Telephone: _____
E-Mail: _____

NOTICES TO CONTRACTOR:

Name: _____
Title: _____
Address: _____

Telephone: _____
E-Mail: _____

ATTACHMENT A

STATEMENT OF WORK

FOR

COUNTY OF LOS ANGELES

EXECUTIVE OFFICE

OF THE BOARD OF SUPERVISORS

LA VS HATE

RAPID RESPONSE NETWORK PROJECT

CES-WOS: NO. EO-24-01

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STATEMENT OF WORK ATTACHMENTS

Attachment A-1	Performance Requirements Summary Chart
Attachment A-3	Quarterly Progress/Outcome Report
Attachment A-4	Outreach Activity Reporting Form

STATEMENT OF WORK (SOW)

1.0 INTRODUCTION

This Statement of Work (SOW) outlines the minimum tasks required of the Contractor for the provision of LA vs Hate Program (herein after referred to as Program) Services, under the Los Angeles County (County) Human Relations Commission (HRC) LA vs Hate Program administered by the County, to address the interracial and interethnic tensions that can develop in our communities.

The LA vs Hate program functions under HRC, which is a branch within the County, Executive Office (EO) of the Board of Supervisors (Board). HRC is one of the County's oldest and largest human relations agencies of its kind. HRC assists one of the largest and most diverse populations in the County by addressing its human relations needs through their commitment to fostering harmonious and equitable inter-group relations through community engagement; empowering communities and institutions; and promoting an informed and inclusive multicultural society.

On July 17, 2018, the County Board directed HRC through a Board Motion to work in conjunction with other County Departments and collaborative Rapid Response Network Agencies (RRN Agencies) to address the interracial and interethnic tensions that can develop in our communities.

Through this effort, the LA vs Hate Program was developed. The objective of the program is to engage communities and community agencies, including but not limited to the County's 88 cities, the L.A Chamber of Commerce, and community non-profits, to seek ways to unite County communities against hate crimes, hate acts and bias-motivated hostility through community building, victim services, and provision of interventions for healing resulting from trauma of hate campaigns.

It is the intent of the LA vs Hate Program to facilitate reporting of hate crimes, hate acts, and bias-motivated hostility by utilizing multiple communication methods, such as phone, texting, social media, internet, etc. Additionally, the LA vs Hate Program aims to build the capacity of communities to leverage and expand existing resources to support those targeted by bigotry and hate through training and networks, in coordination with the Department of Public Health's (DPH) Violence Prevention Regional Network.

2.0 ADDITION AND/OR DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

2.1 The County reserves the right to add/delete specific tasks related to the project which does not materially affect the Scope of Work, term, contract sum, or payment under this MAWO.

2.2 Prior to modifying or terminating a site or revising hours of service delivery at a previously designated location(s), and before commencing such services at any other location, Contractor shall obtain written consent of County. All changes must be made in

accordance with the Master Agreement Work Order (MAWO) Paragraph 7.6 as applicable.

- 2.3** Contractor shall inform County in writing and receive written County approval at least sixty (60) days prior to a relocation of Contractor's office or site location(s). Contractor shall ensure that site locations are open to any eligible victims, are in areas where there is demonstrated need or documented demand for services, or where a needs assessment or survey has been conducted. County shall provide a written response within ten (10) business days of receipt of the notification of site locations.
- 2.4** Specific Work Requirements as stated in SOW Paragraph 8.0 (Specific Work Requirements) and work hours shall not be modified or terminated throughout the entire MAWO term. Should an emergency need arise, Contractor's request for service or work hour modifications will be reviewed by County on a case-by-case basis.

3.0 QUALITY ASSURANCE PLAN

- 3.1** The COUNTY will evaluate the Contractor's performance under this MAWO, and this SOW thereto, using the quality assurance procedures as defined in its Master Agreement Paragraph 8.14 (County's Quality Assurance Plan) and under the MAWO using the measures defined in this SOW and Performance Requirements Summary Chart, Attachment A-1.
- 3.2 Meetings**
 - 3.2.1** Contractor, or authorized designee, is mandated to attend all scheduled meetings called by County, in-person or virtually. Contractor shall be given three (3) to five (5) days advance notice of all scheduled meetings with the County. Contractor may also be required to attend (in-person or virtually) emergency meetings without the above stated advance notice when necessary. Contractor is expected to attend, at a minimum, Quarterly Check-in Meetings with the County.
 - 3.2.2** Contractor shall complete a sign-in sheet for in-person meetings. A roll call will be taken for meetings attended via virtual means (such as Microsoft Teams or Zoom). Penalties will apply for Contractor's failure to attend either face-to-face or virtual meetings pursuant to Attachment A-1 (Performance Requirements Summary Chart).
 - 3.2.3** Contractor's failure to attend all mandatory meetings (in-person or virtually) shall be considered non-compliance with the MAWO and may result in further action pursuant to the Performance Requirements Summary Chart (Attachment A-1) and SOW (Attachment A). Any actions by the Contractor deemed to be non-

compliant with the terms of the MAWO shall be resolved within a time mutually agreed upon by the County and Contractor.

- 3.2.4** County's Compliance Manager will determine whether a formal Contractor Discrepancy Report shall be issued. Upon receipt of this document, Contractor is required to respond in writing to the County's Compliance Manager within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the MAWO Discrepancy Report shall be submitted to the County's Compliance Manager within five (5) business days.

3.3 County Observations

In addition to County's contracting employees, other County personnel, State representatives and Federal representatives may observe performance, activities, and review documents relevant to the MAWO at any time during normal business hours during the hours of 8:00 a.m. to 5:00 p.m., not including County recognized holidays, which are defined as five (5) days-per-week (Monday through Friday), eight (8) hours-per-day. A list of County observed holidays may be found on the County's website <https://lacounty.gov/government/about-la-County/about/>.

4.0 INTENTIONALLY OMITTED

5.0 RESPONSIBILITIES

The COUNTY's and the Contractor's responsibilities are as follows:

COUNTY

5.1 Personnel

The County will administer the MAWO according to Master Agreement, Paragraph 6.0 (ADMINISTRATION OF MASTER AGREEMENT – COUNTY). Specific duties will include:

- 5.1.1** Monitoring the Contractor's performance in the daily operation of the MAWO.
- 5.1.2** Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 5.1.3** Preparing amendments in accordance with the Master Agreement, Paragraph 8.1, Amendments.

CONTRACTOR

5.2 Contractor's Personnel

- 5.2.1** Contractor shall have a sufficient number of qualified Staff to deliver the services adequately with the appropriate education, licensure, and experience to carry out the requirements of LA vs Hate program, as indicated in Paragraph 2.6.2, Section C. Proposer's Personnel and Budget, Item 1. Personnel, located in the Work Order Solicitation (WOS). The total number of staff shall be based on the method and level of services provided and the size of the service area served by Contractor. Contractor's Project Director must act as a central point of contact with the County.
- 5.2.2** Contractor shall operate continuously throughout the entire term of the MAWO with at least the minimum number of Staff set forth herein, as well as any other applicable staffing requirements established by County necessary for Contractor to provide services herein. Such personnel shall meet all qualifications in this MAWO, as well as any provided by County through MAWO amendments, County and State Program memoranda/Administrative Directives, etc.
- 5.2.3** Contractor shall always have a staff member that speaks and understands English and has the authority to act on behalf of Contractor In every detail available during work hours.
- 5.2.4** Contractor shall conduct a background check on its Staff as set forth in the Master Agreement Paragraph 7.5 (Background and Security Investigations) of the MAWO. Contractor shall also conduct a background check on any volunteer that has direct victims contact and has access to the victim's personal information and/or case file.
- 5.2.4.1 Conducting background checks may be temporarily waived in the event of an emergency, as determined by Federal, State and/or County authorities.
- 5.2.4.2 Contractor staff or RRN Agencies subcontractors who work at school sites may be asked to do additional background checks. Contractor will ensure such checks are performed prior to staff working at school sites.
- 5.2.5** Contractor shall notify County of any significant personnel change and shall fill vacancies for critical positions within thirty (30) days.
- 5.2.6 Project Director**
- 5.2.6.1 Contractor shall provide a full-time Project Director or designated alternate. COUNTY must have access to the Project Director during

all business hours as described in SOW Paragraph 6.0, Hours/Days of Work.

5.2.6.2 Contractor's Project Director shall act as a central point of contact with COUNTY.

5.2.6.3 Project Director shall have full authority to act for Contractor on all matters relating to the daily operation of the MAWO. Project Director shall be able to effectively communicate, in English, both orally and in writing.

5.2.6.4 Responsibilities, Experience, and Qualifications

- i. Project Director or designee will serve as the coordinator/liaison for all Services under this MAWO, ensuring that any overall communications relevant to the provision of services to victims are conveyed to appropriate personnel.
- ii. Project Director or designee shall have full authority to act on behalf of Contractor on all contract matters relating to the daily operations of this MAWO.
- iii. Project Director or designee must be available to the County during all hours of operation to oversee the daily activities.
- iv. Project Director, or designee, shall ensure that a live telephone contact with Contractor's staff is available to both the County and victims during Contractor's hours of operation, as referenced in SOW Paragraph 6.0, Hours/Days of Work.
- v. Project Director, or designee, shall ensure that each of Contractor's site(s) have working telephone systems that can receive recorded messages which are in place during non-business hours and during business hours when Contractor's staff are asked by COUNTY, 211-LA or a similar vendor staff to assist with hate act or hate violence impacting a community.
- vi. Project Director, or designee, shall ensure that the Contractor's staff shall respond to all phone calls and phone messages within forty-eight (48) hours of receiving the phone call or message.
- vii. Project Director shall have a minimum of five (5) years of administrative experience in programs providing administrative services for an RRN Agencies program model.
- viii. Project Director shall demonstrate the following ability to:
 - Speak, read, write, and understand English fluently;
 - Provide guidance on decisions requiring judgment; and

- Coordinate referrals to the RRN Agencies subcontractors to cases from the LA vs Hate reporting line and case coordinators.
- Act with full authority on behalf of the Contractor on all matters relating to the daily operation of the MAWO.

5.2.7 Accounting Staff

5.2.7.1 Contractor staff shall include at a minimum one part-time staff person who has knowledge of basic accounting principles.

- Responsibilities: The accounting staff person will be responsible for all fiscal matters related to the Program.
- Accounting Staff shall demonstrate or possess the following:
 - Speak, read, write, and understand English fluently; and
 - One (1) year of accounting experience at a level distinguished by the responsibility for performing the fiscal functions related to grants management.

5.3 Volunteers

5.3.1 Contractor may recruit, train, and use volunteers in any phase of Program operations provided that Contractor ensures volunteers are appropriately trained and qualified for the responsibilities assigned prior to beginning those responsibilities.

5.3.2 Volunteers shall be solely the responsibility of Contractor and shall report to the Project Director or another staff of Contractor as designated by the Project Director (if applicable).

5.3.3 If possible, Contractor may work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or victims.

5.3.4 Contractor shall conduct a background check on any volunteer that has direct victims contact. Conducting background checks may be temporarily waived in the event of an emergency, as determined by Federal, State, and/or County authorities.

5.3.5 Volunteers are defined as individuals who work freely performing duties directly for the Contractor to promote LA vs Hate Program and its victim assistance services.

5.4 Identification Badges

Contractor shall ensure their employees and volunteers are appropriately identified as set forth in Master Agreement Paragraph 7.4 (Contractor's Staff Identification).

5.5 Materials and Equipment

- 5.5.1** The purchase of all materials/equipment to provide the needed Program services is the responsibility of Contractor and expenses shall not exceed more than the maximum award of \$715,000 (WOS Section 1.6).
- 5.5.2** Contractor shall use materials and equipment that are safe for the environment and safe for use by its staff.

5.6 Training

- 5.6.1** Contractor shall provide training programs for all new staff and RRN Agencies' staff working on the LA vs Hate RRN and continue in-service training for all existing staff. Training shall include, but is not limited to, the provision of an orientation to all new staff. Contractor shall ensure that RRN Agencies' staff, both existing and new, are properly trained in all areas related to providing LA vs Hate Program services.
- 5.6.2** Contractor shall implement an annual written internal staff training plan that is approved by County. The training plan shall be maintained on file by Contractor, and shall identify who is to be trained, who will conduct the training, training content, and date scheduled. Follow-up verification of who conducted the training, who completed the training, and any revisions to the training plan is to be documented.
- 5.6.3** Training sessions conducted by Contractor shall be evaluated by those receiving the training. A summary of the results of training participants' evaluation of training(s) shall be included with the individual evaluations. The summary will include any planned or actual action taken to improve upon the comments or concerns of the participants concerning the training or the facilitator.
- 5.6.4** Contractor shall maintain written documentation of all training including agendas, topics, training materials, training evaluations, and attendance records/sign-in sheets which include both a printed name and a signature of attendees. Contractor shall make training records available for inspection by County or State representatives upon request.
- 5.6.5** Contractor's Project Director shall ensure that all appropriate Contractor's staff attend all training sessions as required by County, held at a County facility or another site, as determined by County for Contractor's benefit. Further, Contractor shall ensure that, at a minimum, a Contractor's designated, paid employee represents Contractor at each training session. Contractor may also

choose to attend educational training opportunities outside of Los Angeles County at Contractor's own expense that the Contractor reasonably deems to be beneficial for the delivery of victim services, as well as other trainings designated by County.

5.6.6 Contractor shall attend all mandatory trainings scheduled by County or authorized designee. Mandatory trainings may be held at a County facility, at another site, or online. Contractor shall be given advance notice of all scheduled trainings with County. Contractor may also be required to attend emergency trainings without the above stated advance notice when necessary.

5.6.7 Contractor shall complete a sign-in and sign-out sheet for face-to-face (in-person) trainings ensuring participants are in attendance for the entire duration of the training. County will document attendance for online trainings.

5.6.8 Contractor's failure to attend all mandatory trainings (in-person or online) shall be considered non-compliance with the MAWO and may result in further action pursuant to this MAWO, SOW, and Attachment A-1 (PRS Chart), and any other applicable remedies.

5.6.9 The following training modules will be provided by a HRC Subcontractor:

5.6.9.1 Care Coordination Data Base Training

- i. Contractor shall ensure that RRN Agencies' staff, who handle confidential, sensitive or personal identifying information relating to the victims' care coordination database, shall complete the Care Coordination Database Training module, which may be available through 211-LA or an alternate vendor. Training must be completed within thirty (30) days of execution of this MAWO or within thirty (30) days of the start date of any new staff who work under this MAWO.
- ii. Contractor shall maintain certificates of completion of this training on file and provide them upon request by County representatives.

5.6.9.2 Cultural Sensitivity Trainings

- i. Contractor shall ensure that Subcontractor RRN Agencies staff who either interact with victims or supervise staff who interact with victims annually complete Cultural Training. Cultural Sensitivity training module is provided by the HRC training staff. Cultural sensitivity training is a crucial tool in fostering an inclusive and respectful environment, which will educate Subcontractor RRN Agencies to understand cultural differences,

unconscious biases, and the impact of their actions and words on others, so they may address all victims fairly and appropriately.

- ii. Contractor shall maintain the annual certificates of completion of Cultural Sensitivity Training for all applicable staff, including volunteers, on file and provide them upon request by County or State representatives.
- iii. Contractor shall ensure that Subcontractor RRN Agencies staff who either interact with victims or supervise staff who interact with victims annually complete an Anti-Black Hate Training. Anti-Black Hate Training is critical since hate continues to have a disproportionate impact on the County's Black population. Although they only comprise about 9% of the County's population, African Americans were again disproportionately targeted and comprised 49% of racial hate crime victims, as described in HRC's 2023 LA County Hate Crime Report. This training module will be provided by a HRC Subcontractor. Contractor shall be responsible for organizing annual trainings for all RRN Agencies Subcontractor staff and any new staff.

5.6.9.3 Multilingual and Multicultural Capabilities of Contractor Staff

- i. To the extent feasible, Contractor shall provide services in the primary/native language of the victims or in areas where a significant number of victims do not speak English as their primary language. Contractor shall make efforts to employ staff and recruit volunteers who are bilingual or who are fluent in the dominant languages of the victims' communities. Language differences continue to be a major barrier in reporting hate incidents and hate crimes. Providing services in the victims' primary/native language will ensure anti-hate services and initiatives are being provided to all County residents, regardless of their primary language. Contractor shall ensure the RRN Agencies includes service agencies who can provide language capabilities in the dominant languages of the victims' communities.
- ii. Contractor must be committed and sensitive to the delivery of Services that are culturally and linguistically appropriate. To that end, Contractor must seek to hire qualified staff that is multilingual and/or multicultural to better reflect the communities served.

- iii. Contractor and its staff are expected to develop cultural competency and cross-cultural clinical practice skills. Contractor must also develop effective linkages with various ethnic, health and social services agencies for the benefit of victims to reflect the ethnic and cultural needs of the community being served.

5.6.9.4 Bystander Training Requirement

- i. Contractor shall be required to provide a minimum of one Bystander Training annually virtually or in-person to RRN Agencies' Team staff or other agencies' staff, as well as members of the public.
- ii. RRN Agencies' staff shall provide sign in sheets from any trainings they provided as part of their required monthly reports to Contractor.
- iii. RRN Agencies will each receive one certified trainer (1 per agency) "Bystander Training" from Right To Be and be expected to provide these bystander trainings as part of these anti-hate violence Education Presentations.

6.0 HOURS/DAY OF WORK

6.1 Contractor shall provide services and be available to all victims, potential victims, and referral sources, as well as County representatives at minimum during normal business hours. Contractor is not required to provide services on County recognized holidays. A list of County observed holidays may be found on the County's website: <https://Lacounty.gov/government/about-la-County/about/>.

6.2 For any site closure, disruption of services for any non-COUNTY recognized holidays (i.e., vacations, city shutdowns, religious holidays, etc.), or any deviation from the traditional Monday through Friday schedule of services, days or times, Contractor shall submit a written request to County's Program Manager at least ten (10) business days in advance of the closure/deviation date. This request shall state the date and reason for the closure/deviation and shall provide an action plan to ensure that delivery of services is not interrupted. The request and action plan must be approved by County's Program Manager in writing prior to its implementation.

6.2.1 For any site closures, delays, or disruptions to service that are related to natural disasters or emergencies such as fires, earthquakes, or large-scale health outbreaks etc. Contractor shall notify the County's Program Manager within twenty-four (24) hours of the knowledge of the closure/deviation of service and

within forty-eight (48) hours provide a written response on the details of the closure/deviation of service and the action plan forward with expected timeframes.

- 6.3 Contractor shall ensure that each office location has a working telephone answering machine or messaging service system in place to receive and record calls during non-business hours and during business hours when Contractor can anticipate potential victims would call to report hate acts. Contractor's staff shall respond to all messages in a timely manner but not to exceed forty-eight (48) hours within receipt of call.

7.0 WORK SCHEDULES

- 7.1 Contractor shall submit for review and approval an annual work schedule for each RRN Agencies' staff to the County Program Manager within fourteen (14) days from execution of the MAWO. Said work schedules shall be set on an annual calendar identifying all the required on-going specific tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 7.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the County Program Manager for review and approval within fourteen (14) working days prior to scheduled time for work.
- 7.3 County may request, at its sole discretion, a deviation of regular work schedule to address site/task demands.
- 7.4 County's Program Manager or their designee may authorize Contractor to perform unscheduled work, including, but not limited to, repairs and replacements when the need for such work arises out of extraordinary incidents such as extreme hate violence, vandalism, acts of nature, and third-party negligence; or to add to, modify or refurbish existing facilities. In the event of an emergency, County may request that Contractor provide services beyond normal business hours.
- 7.5 When a condition exists where there is imminent danger of injury to the public or damage to property, Contractor shall contact County's Program Manager for development of a crisis response plan, to be coordinated with County staff, Contractor, and RRN Agencies' staff.

8.0 SPECIFIC WORK REQUIREMENTS

- 8.1 Contractor as lead agency shall provide the following services:
 - 8.1.1 Create a collaborative LA vs Hate RRN Agencies, comprised of community RRN for the LA vs Hate RRN. RRN Agencies will provide case management/support for identified hate cases and community wide impact activities to combat rising hate crimes as well as prevention strategies, such as

- organizing special events, workshops, panels or general community outreach/education.
- 8.1.2 Create a schedule of all-partner convenings: Bi-monthly (every other month) or other regular schedule. To be confirmed within first month of new MAWO term.
 - 8.1.3 Create/update monthly reporting and invoice system for all RRN Agencies. Includes on-line reporting system and monthly invoice review for each partner agency. Program reports and monthly invoices will be analyzed and batched before final invoice submitted monthly to HRC.
 - 8.1.4 Provide administrative and fiscal support to RRN Agencies throughout the MAWO term. Fiscal services include:
 - 8.1.4.1 Fully executed subcontract agreements with selected RRN Agencies; and
 - 8.1.4.2 Fiscal services in accordance with all contractual obligations.
 - 8.1.5 Provide limited direct services in addition to administrative/fiscal support as lead agency. This includes:
 - 8.1.5.1 Tabling events and other outreach/education engagements to the greatest extent possible.
 - 8.1.5.2 Ongoing collection and tracking of community magnet event dates/times/locations to share with RRN Agencies to help expand the reach of LA vs Hate RRN Agencies.
 - 8.1.5.3 Assisting HRC on selected special events including but not limited to LA County United Against Hate Week's activities.
 - 8.1.5.4 Reviewing and assisting RRN Agencies with specific hate incidents as needed.
 - 8.1.6 Provide capacity building for RRN Agencies. This includes:
 - 8.1.6.1 Assuring that direct services to victims of hate are provided. Identification of hate act/hate crime victims through 211-LA or a similar vendor, assuring needed case management services are provided by appropriate RRN Agencies.
 - 8.1.6.2 Response to hate acts and promote intergroup solidarity and counter the development of intergroup animosities by collaboration among agencies linked to the different racial/ethnic/religious communities from which victim and alleged perpetrator(s) are members.
 - 8.1.7 Work with RRN Agencies to assure that all victims of hate acts who report bias motivated behavior to 211-LA or a similar vendor with victim consent, receive the following:

- 8.1.7.1 Case Management Referrals – Contractor’s RRN Agencies may be referred to 211-LA’s CareLINQ or an alternate vendor or other software for enrollment/verification of referrals, to ensure victims of hate are able to access needed services.
- 8.1.7.2 Direct Referrals from 211-LA or a similar vendor staff – Individuals who are victims of hate, will be referred from 211-LA or an alternate vendor to the Contractor’s RRN Agencies to determine individual case management plans.
- 8.1.7.3 Contractor RRN Agencies staff shall complete a 211-LA CareLinQ or an equivalent system orientation, intake, and assessment to enroll appropriate victims of hate and bullying (“victims”) including:
 - i. Determine if potential victims have demonstrated bias in the initial report.
 - ii. Obtain documentation signed by the victim that confirms that victims have consented to receiving needed resources.
 - iii. Collect a digital signature or wet signature as documentation that the victim has confirmed receipt of case management services.
 - iv. Obtain a signed consent to the release of confidential information to specified subcontractors who are members of the RRN Agencies.
 - v. Refer victims to other appropriate services based on individual needs and interests.
 - vi. Ensuring that victims are informed of their options for service delivery as part of the RRN Agencies services.
- 8.1.8 Contractor shall complete Victim Services Determinations as required under Subcontractor RRN Agencies’ Statement of Work.
- 8.1.9 Contractor shall prepare and submit to EO a monthly Report of Activities to accompany any Invoices.
- 8.1.10 Contractor will assure that LA vs Hate RRN Agencies shall participate in evaluation activities and engage in continuous quality improvement.

8.2 Community Capacity Building

- 8.2.1 Contractor shall carefully review Attachment A-1 (Performance Requirements Summary (PRS) for the proposed minimum Program plan deliverables, implementation activities and plan objectives. Contractor shall develop a comprehensive Community Capacity Building plan with strategies that support all components of Attachment A-1 – PRS. The plan shall include at minimum but not limited to: RRN Agencies, victim services, organization of solidarity events, along with a timeline that details the stages of component program

development including, but not limited to: training materials approval, event arrangements, any marketing or publicity efforts, victim services program implementation, evaluation activities, subcontractor documentation, and archiving of materials. Timeline must include specific program strategic milestones/events. This program plan must be submitted to the County Program Manager for approval and shall be incorporated into the Statement of Work when approved.

8.2.2 Contractor's plan shall include RRN Agencies' requirement that each will promote the events noted above and raise awareness which will help accomplish the program goals and objectives.

8.2.3 On an annual basis, Contractor shall provide updated program descriptions of potential target audiences, including but not limited to; 211-LA data or other key studies that describe targeted communities. (See for example, LA County Commission on Human Relations Hate Crime Report 2022; "U.S. Immigration Enforcement Policy and Its Impact on Teaching and Learning in the Nation's Schools" February 28, 2018 by Patricia Gándara & Jongyeon Ee, Civil Rights Project, UCLA; Accessing Mental Health in the Shadows, How Immigrants in California Struggle to Get Needed Care, California Pan-Ethnic Health Network, Fall 2017 Provider Surveys, September 2018; The Effect of Hostile Immigration Policies on Children's Mental Health, Children's Network Report, March 2019.) Using these baseline data factors, Contractor shall develop marketing strategies to address these risks to vulnerable populations.

8.3 Countywide System For Reporting Acts of Hate

8.3.1 Countywide System for Reporting Acts of Hate: Through 211-LA or a similar vendor, various ways of reporting acts of hate will be provided, including via a phone app; an online link and website. Data collected by 211-LA or an alternate vendor will drive campaign priorities and will provide linkages to community-based service agencies to assist victims of hate violence and communities impacted by hate violence, as described in SOW Paragraph 8.2.3.

8.3.2 Outreach Activities: Contractor shall provide support for the 211-LA or an alternate vendor Outreach and Marketing, which is defined as actively providing and disseminating Program information to the public on what services may be available to potential eligible targets of hate violence. Outreach provided by Contractor, and subcontractors shall aim to produce a continual increase in the use of 211-LA or alternate vendor services.

8.3.3 As part of support of the Program Campaign Outreach and Marketing Activities, Contractor must arrange for distribution of outreach materials designed to illustrate the work of or promote the Program services that address hate violence prevention and Campaign services to respond to hate violence. This may include, but is not limited to distribution of t-shirts, posters, wristbands, or other marketing products at appropriate outreach events. All materials require the approval of the County Program Manager.

8.4 Collaborations Support

- 8.4.1** Outreach and Marketing: This campaign will provide public education on identifying hate violence, and the importance of reporting hate violence. It will provide easy ways to unite and express solidarity when hate violence affects a community. It will provide a marketing campaign to build awareness of the campaign's goals.
- 8.4.2** Contractor's Plan and timeline must support the Program's Marketing Plan including participating in the planning for collaborative marketing with other opportunities that provide marketing services that support the Program. Contractor will participate in outreach to social justice entities that extends throughout the entire calendar year including, but not limited to providing RRN Agencies identified incentives, promotional items, collateral materials and for their distribution for any campaign event that will use the brand of the County campaign. For example, the Marketing Plan shall envision how different RRN Agencies, sports teams, corporations, social justice agencies who may also have marketing campaigns expressing respect, inclusion and appreciation for all County residents, will be supported in their marketing efforts by this Program, in order to ensure a comprehensive and coordinated Marketing Messaging. Contractor will participate in implementation of this partner agency collaboration.
- 8.4.3** Contractor shall be responsible for this Community Capacity Building portion of the campaign and will support other proposed components including education and outreach services, noted above.

8.5 General Reporting Requirements

- 8.5.1** Contractor shall be required to establish subcontractor record procedures that ensure the accuracy and authenticity of the number of eligible victim service(s) provided each month. Contractor shall ensure the actual date service(s) is/are rendered are tracked, documented, and reported. Contractor shall submit to County, on a monthly basis and no later than the tenth (10th) day of the month following the month of service, a report which includes:
 - 8.5.1.1** Total number of potential victims of hate violence served;
 - 8.5.1.2** Type(s) of services provided, including the date(s) of any community event services;
 - 8.5.1.3** Total number of outreach activities provided;
 - 8.5.1.4** Total number of residents reached by the Program's subcontractors services and outreach options; and
 - 8.5.1.5** Total number of consumer responses that mention they were served by subcontractor or contractor services.

8.6 Outreach Reporting Requirement

8.6.1 Contractor shall provide Subcontractor Program reports on Outreach activities, using the Outreach Activity Reporting Form (SOW Attachment A-4), which shall include the following:

8.5.1.1 The number of people reached, and examples of marketing handouts distributed.

8.5.1.2 The Outreach Activity Form shall be submitted by the tenth (10th) day of the month. If the tenth day 10th falls on a weekend or holiday, the due date shall be the next business day.

8.7 Case Management System and Database

8.7.1 Contractor shall use a case management system and database which is administered by 211-LA or an alternate vendor, which operates the LA vs Hate reporting line. This case management system shall be utilized for entering and tracking victims' case management reports, victims' care coordination plan, notes from Subcontractors who are assisting with Victims targeted for hate violence, and for documentation of monthly program services. The case management system shall track all victims' case services, referrals, and case closures. The case management system will also monitor victims' quality control, i.e., follow up evaluation on services received as well as geographic, economic status, demographic and types of hate acts reported.

8.7.2 Upon notification from 211-LA or a similar vendor staff of victims' entry into the hate reporting line, Contractor will work with Subcontractors to obtain the victims' information from the case management system and database, which shall include, but is not limited to the following:

8.7.2.1 Victim's information;

8.7.2.2 Demographics of victims and;

8.7.2.3 Time, date, location of hate violence experienced by victims;

8.7.2.4 Types of services and resources requested by victims; and

8.7.2.5 Initial referrals to assist victims in healing from the trauma of hate violence, including assistance in reporting to appropriate law enforcement agency.

8.7.3 Contractor will utilize the case management system and database to determine the Subcontractor's monthly program resources provided for each referred victim.

8.8 LA vs Hate RRN Agencies' Requirements

8.8.1 Reimbursement

Contractor shall submit invoices that meet LA vs Hate RRN Agencies' requirements including but not limited to Contractor's non-federal funding sources and allowable activities as stated above (SOW Paragraph 8.1.7.1, Case Management Referrals and SOW Paragraph 8.8.7, Outreach and Education Requirements), allowable costs spent on behalf of victims (SOW Paragraph 8.8.3.1, Allowable Costs), and additional criteria described in this SOW. Contractor shall ensure that invoices submitted for LA vs Hate RRN Agencies' reimbursement meet the following:

- 8.8.1.1 All costs submitted for partial reimbursement in a month must have been paid, not simply incurred, prior to submission of the invoice. The one exception to this rule is payroll and benefits, which may be invoiced when incurred but not yet paid.
 - i. Prior to billing Services, the Services must have been received.
 - ii. Supportive Services cannot be invoiced by LA vs Hate RRN Agencies until they have been issued to the victims.
 - iii. Victims must be enrolled in case management services at the time that costs related to that individual were incurred.
- 8.8.1.2 Contractor shall receive ten (10) percent of indirect cost for LA vs Hate RRN Agencies-eligible activities reported in the RRN Agencies' Provider Invoice. The administrative costs will only be applied to allowable costs that have been invoiced by Contractor and authorized by EO.

8.8.2 Reporting

Contractor shall provide the following reports as described below and, in the SOW, based on the due dates below. When due dates fall on a holiday or weekend, the reports will be submitted on the business day prior to the specified due date:

- 8.8.2.1 Quarterly Progress Report (SOW Attachment A-3): Sent via email to the County's Program Manager or designee and the Program's Outside Evaluator on or before the 15th day following the quarter.
- 8.8.2.2 Quarterly Outcome Report (SOW Attachment A-3): Sent via secure file transfer to County's Program Manager, and the Program's

Outside Evaluator on or before the 15th day of the month following the quarter.

- 8.8.2.3 Contractor shall complete the Contractor Acknowledgement and Confidentiality Agreement Form (Attachment D-1 of Master Agreement Work Order (MAWO)) providing access to a secure portal to share all data containing Personally Identifiable Information (PII) and submit to the COUNTY's Program Manager or designee.

8.8.3 Proposal

Contractor shall submit an Annual Proposal or RRN Agencies' Proposal Revision to the County that describes the Contractor's budget, sources of funding, and how the funds will be expended for the upcoming fiscal year by April 30th of each fiscal year, or as determined by the County.

8.8.3.1 Allowable Costs:

- i. Contractor shall ensure that all LA vs Hate RRN Agencies-eligible costs for RRN Agencies' reimbursement meet the following:
 - Are funded by Contractor's funding resources as detailed in the Annual RRN Agencies' Proposal and budget approved by County.
 - For the education component, not supplant existing education and outreach programs, and when operating in conjunction with existing programs, enhance and supplement them. Education activities will directly enhance the importance of reporting hate acts and hate crimes; services and resources available through the RRN Agencies; and that there is a direct link between the education activities and healing from the trauma of hate.
 - Are reasonable and necessary to accomplish RRN Agencies' program goals and objectives as described in Annual RRN Agencies' Proposal and Proposal Revisions.
 - Are properly documented for approved RRN Agencies' activities. Documentation will be maintained by the Contractor and available for the County and the Los Angeles County Auditor-Controller, and any other designated auditors for review and audit.

8.8.4 Outreach Material

Any RRN Agencies' handouts, brochures, forms, and information materials disbursed to victims and the public and charged to the County must include the LA vs Hate logo in black and white or color, available from the County upon request.

8.8.5 Administrative Requirements

Contractor as the administrative agency for the RRN Agencies will provide the following:

- 8.8.5.1 Create a collaborative network of RRN Agencies, comprised of community RRN Agencies for the LA vs Hate Program's RRN. RRN Agencies will provide outreach/education, case management/support for identified hate cases and community wide impact activities to combat rising hate crimes, hate acts and bias motivated bullying.
- 8.8.5.2 Create a schedule of all RRN Agencies convenings, to be held bi-monthly (every other month) or other regular schedule. The schedule will be confirmed within the first month of the new contract term.
- 8.8.5.3 Create/update monthly reporting and invoice system for all RRN Agencies, which includes on-line reporting system and monthly invoice review for each RRN Agencies. Program reports and monthly invoices will be analyzed and documented before the final invoice is submitted monthly to HRC/LA County.
- 8.8.5.4 Provide administrative and fiscal services to RRN Agencies throughout the MAWO term. Fiscal services include: fully executed subcontract agreements with selected RRN Agencies and fiscal services in accordance with all contractual obligations.
- 8.8.5.5 Provide limited direct services in addition to administrative/fiscal services as lead agency. This includes:
 - i. Tabling events and other outreach/education engagements to the greatest extent possible. Ongoing collection and tracking of community magnet event dates/times/locations to share with RRN Agencies to help expand the reach of LA vs Hate RRN.
 - ii. Assisting HRC on selected special events including but not limited to "Summer of Solidarity" or LA County 'United Against Hate Week' activities.
 - iii. Reviewing and assisting RRN Agencies with specific hate incidents as needed.

8.8.6 Anti-Hate Services and Activities Requirements

All RRN Agencies will be required to provide appropriate anti-hate services and activities.

- 8.8.6.1 Collaboration is required among RRN Agencies including ongoing all-provider convenings (that may be virtual or in-person).
- 8.8.6.2 Contractor as lead agency may assign host duties to RRN Agencies on a rotating basis.
 - i. All RRN Agencies who provide direct services (case management/navigation/healing) to victims of hate as part of their service plan under LA vs Hate RRN Agencies shall be required to participate in weekly case conference calls as a group with representatives from 211-LA or an alternate vendor, Contractor and HRC.
 - ii. As appropriate, RRN Agencies will be required to participate in at least one major annual event, such as LA vs Hate United Against Hate Week.
 - iii. As appropriate, RRN Agencies with dedicated school or youth development experience may have additional requirements that will be outlined in their specific subcontract agreement.

8.8.7 Outreach and Education Requirements

Outreach and education efforts will be undertaken by all subcontracted RRN Agencies of the LA vs Hate RRN. Participation in outreach and education events can take the form of a 'Tabling' effort at various community events or sites; or 'Presentations' that can be class-room style (indoor or outdoor) or within a larger seminar type event. See below for requirements.

- 8.8.7.1 Use of LA vs Hate logo or sponsorship - Distribution of LA vs Hate resources and materials obtained from Contractor and/or the HRC's marketing firm is advised. If using the RRN Agencies' individual agency materials, RRN Agencies must use language to indicate funding support from LA vs Hate through appropriate signage, such as LA vs Hate logo or verbiage such as, "Made possible by funding from LA vs Hate."
- 8.8.7.2 Tabling events - Tabling outreach activities can be completed at various community events or sites. Entities shall search for tabling event opportunities in targeted communities at risk of hate violence. Targeted communities would be identified through data from HRC's annual LA County Hate Crime and Hate Incident Reports that demonstrate which communities have been impacted by hate

incidents and hate crimes. Some examples include local farmers markets, town halls, school-based events, faith-based events, nonprofit events and other community magnet events especially in geographic regions or ethnic or other community areas that have had a high number of hate acts.

- 8.8.7.3 Each RRN Agencies must complete a minimum of 40 Outreach or Education events each Contract Year.

8.8.8 Presentations at Events

- 8.8.8.1 Educational presentations. (These presentations on LA vs Hate shall be provided for a minimum of 15 minutes on LA vs Hate reporting line, victim services or community capacity opportunities when presented as part of the agency's normal educational event. The LA vs Hate specific education event should average one hour in duration). The RRN Agencies shall provide these educational presentations in various settings. Some examples include a general presentation on LA vs Hate RRN Agencies/Entities to school groups, faith groups, general population groups etc.
- 8.8.8.2 The RRN Agencies do not have to be the 'host' of the overall event – a good example is participating as a speaker and/or sharing a table with another community partner of the LA vs Hate RRN Agencies at the LA vs Hate's United Against Hate Week event in November of each year.
- 8.8.8.3 The RRN Agencies must maintain records to verify that their educational/outreach presentation is specific to LA vs Hate RRN Agencies.
- 8.8.8.4 Each RRN Agencies must complete a minimum of 40 Outreach/Education presentations each Contract Year. Participation in at least one (1) event during LA County's United Against Hate Week annually is mandatory for all RRN Agencies.

8.8.9 Direct Case Management/Navigation for Victims of Hate

Contractor shall ensure that RRN Agencies who are assigned direct case management services under the LA vs Hate RRN Agencies shall provide case management/navigation and 'warm' information and referral services as needed.

- 8.8.9.1 Services will be provided to victims of various forms of hate, including but not limited to bias-motivated microaggressions, bullying, violence, threats, or physical assaults.
- 8.8.9.2 All individual cases should be entered into the 211-LA's CareLinq or an equivalent system.

- 8.8.9.3 If the individual does not want to report through the 211-LA system or an equivalent system, the community partner must still provide assessment and report to Contractor.
- 8.8.9.4 RRN Agencies must initially collect basic socio-economic data (age, ethnicity, gender preference, other identity confirming variables).
- 8.8.9.5 Appropriate healing strategies must be applied to each case and include needs assessment, short-term care coordination and linkages/referrals to appropriate service providers as needed.
- 8.8.9.6 Confidential case file must be established for each person served.
- 8.8.9.7 At the start of a new contract period, any person being served will be classified as a 'new' victim for data tracking purposes.
- 8.8.9.8 Case Services Requirements:
 - i. Participation in weekly or regularly scheduled case conference calls.
 - ii. Staff must be trained on the CareLinq or an equivalent system if available.
 - iii. Mandatory annual training and training for new staff hired during the year, must be provided, using federal guidance on working with victims of hate. Monthly reporting of the mandatory annual training to HRC are required.

8.8.10 Special Event Developed in Response to a Specific Hate Incident

RRN Agencies shall provide a community directed activity/special event in response to victims or communities impacted by hate violence, bullying, threats, or microaggressions.

- 8.8.10.1 RRN Agencies shall provide an assessment of the following:
 - i. The type of hate act or hate violence reported.
 - ii. Any victim or community response.
 - iii. The most effective healing strategies defined by the community.
 - iv. How the identified healing strategy will be implemented (e.g. RRN Agencies collaborations with other community providers to implement a broader healing intervention).
- 8.8.10.2 RRN Agencies shall provide leadership in implementing this community-led collaborative approach to healing from hate violence, whether it is identified as a solidarity event; an art or cultural event; or community dialogue.
- 8.8.10.3 RRN Agencies shall have flexibility in multi-level and creative means of implementing special event(s).

- 8.8.10.4 Some examples of anti-hate violence events include community vigils, schoolwide interventions, solidarity events, cultural intervention events, wellness/self-affirming/community affirming events.
- 8.8.10.5 The event must be anti-hate themed.
- 8.8.10.6 The event must include flyers (both print and digital) that includes LA vs Hate logo and funding notice (i.e. "This event is funded in full or part by the LA County Commission on Human Relations LA vs Hate program).
- 8.8.10.7 RRN Agencies are encouraged to collaborate amongst themselves to support each other.
- 8.8.10.8 RRN Agencies shall advertise and promote these events to RRN Agencies which can be accomplished through group e-mail or by disseminating through Contractor's LA vs Hate Manager.
- 8.8.10.9 Services can also include:
 - i. Mediation.
 - ii. Bystander training.
 - iii. Education on restraining orders.
 - iv. Education on responding to bias motivated hate or bullying.
 - v. Training on how to work with prosecutorial agencies.
 - vi. Training on linking prosecutorial agencies to communities/neighborhood groups/individuals.
 - vii. Facilitating and supporting appropriate legal actions as requested.
- 8.8.10.10 School based RRN Agencies shall provide specialized trainings for staff, students and parents, such as peer to peer mediation, restorative practices, bias prevention.

8.8.11 Capacity Building or Training to Groups

Contractor shall ensure that RRN Agencies shall provide capacity building geared for nonprofit, grassroots, educational, public or faith-based organizations to increase long-term capacity for preventing or responding to hate violence.

- 8.8.11.1 RRN Agencies shall provide the following for such Capacity Building training activities:
 - i. General curriculum/topic description should be on file with Contractor and HRC, including calendar of events if available.
 - ii. Flyers with date/time/topic that includes LA vs Hate logo with the following wording: "This event funded all or in part by LA County LA vs Hate Program".

- iii. Sign-in sheets for all participants for capacity building events.
- iv. Pre and -Post tests for participants is recommended best practice.
- v. Minimum post-test is required for capacity building or training session or at end of multi-session series.

8.8.11.2 School-based capacity building trainings may have additional requirements for RRN Agencies' staff to participate in, including but not limited to the following:

- i. School based capacity building can include use of evidence based or promising practice activities for developing youth, student, parent/caretaker, staff capacity in addressing bias motivated behavior.
- ii. School based capacity building can include promoting social justice and other social justice capacities in a school-based setting.
- iii. School based capacity building can include training on peer-to-peer mediation for staff and students; youth leadership skills provided in a camp setting; training and implementation of community restorative justice circles; crisis response teams provided prior to, during or after incidents of hate violence.

9.0 PERFORMANCE REQUIREMENTS SUMMARY

All listings of Program services used in the PRS chart (see Attachment A-1) are intended to be completely consistent with this MAWO and this SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in this MAWO and this SOW. In any case of apparent inconsistency between services as stated in this MAWO and the SOW and this PRS, the meaning apparent in this MAWO and this SOW will prevail. If after requested to review by Contractor, County determines any service is created in this PRS which is not clearly and forthrightly set forth in this MAWO and this SOW, that apparent service will be null and void and place no requirement on Contractor.

LA VS HATE RAPID RESPONSE NETWORK PROJECT

WORK ORDER NUMBER: CES-WOS: NO. EO-24-01

ATTACHMENTS

Attachment A-1	Performance Requirements Summary Chart
Attachment A-3	Quarterly Progress/Outcome Report
Attachment A-4	Outreach Activity Reporting Form

PERFORMANCE REQUIREMENTS SUMMARY CHART

Invoice will Include a Program Report with Narrative Descriptions of Quantitative & Qualitative Factors to document goals and objectives are met.

Minimum qualitative documentation to be reported as part of Program Report in narrative to ensure goals/objectives are met are included in Performance Measures.

1. Victim & Community Services

Timeline	Goals/Objectives	Performance Measures	Monthly Program Report Documentation to Support Invoice Billing should include the following:
Jan. - Dec. 2025	Victim and Community Services Strategies 1.To address the harm, inequity and continuing adverse impact on targeted victims of hate violence by providing outreach, trainings on LA vs Hate program, response interventions such as Dialogues, Events Facilitation	Provide appropriate outreach at community events, school events; provide training and technical assistance for community-based organizations to effectively serve victims and communities impacted by hate violence.	<ul style="list-style-type: none"> ▪ Describe type of Outreach - <ul style="list-style-type: none"> ▪ Training ▪ Dialogues ▪ Events Facilitation ▪ Technical Assistance Services, e.g., Fact Finding; Counseling; Plan Development; Working with law enforcement, prosecution, victim services, etc. (Minimum 40 such outreach events per year): <ul style="list-style-type: none"> • Estimate of number of attendees at events • Number of materials distributed • Number of trainings on LA vs Hate

				<ul style="list-style-type: none"> • Number of interventions provided • Estimate of attendees or victims served
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Timeline	Goals/Objectives	Performance Measures	Monthly Program Report Documentation to Support Invoice Billing should include the following:
Feb. 2025 – Dec. 2025	2. Document that an appropriate prevention intervention was provided after consultation with community, group or individual impacted by hate and after an intervention plan is developed to address the harm of the hate act.	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <p>Document the number and effectiveness of the interventions provided as well as type of intervention, using pre- post surveys submitted either digitally or via paperwork.</p> <p>Qualitative measures to be requested include measuring increased knowledge and familiarity with training material; or, increased capacity of community, group or individual impacted by hate to access needed resources for healing or for contributing to future interventions.</p>	<p>Number of trainings or events or technical assistance services provided (Minimum three to four events or services/month to meet 40 events per calendar year minimum).</p> <p>Describe trainings provided and whether to community members, or grass roots organizations on topics that are relevant to the specific communities, which could include topics such as:</p> <ul style="list-style-type: none"> ▪ LA vs Hate components and goals <p>Number of hours staff spent this month providing this Response Intervention. (Minimum 40 hours per month staff hours)</p> <p>Amount, unit price and total price for Supplies or training materials ordered for this Response Intervention. (Note: Annual Training Materials, or Supplies costs should</p>

			not be billed at higher than 5% of total Subcontract Amount per year maximum)
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2. Prevention & Response to Hate – Community Capacity Building

Timeline	Goals/Objectives	Performance Measures	Monthly Program Report Documentation to Support Invoice Billing should include the following:
Jan. 2025 – Dec. 2025	<p>1. Education and outreach to provide effective:</p> <ul style="list-style-type: none"> ▪ Technical assistance, ▪ Networking expertise, ▪ Advocacy ▪ Organizational skills ▪ To respond/prevent hate violence <p>Prioritizing organizations, human relations organizations, county departments, school districts, grass roots organizations in areas impacted by hate violence.</p> <p>Monitor and report:</p> <ul style="list-style-type: none"> ▪ Type of bias motivated behavior: (Numeric) ▪ Response Strategy provided: (Numeric) 	<p>Provide prevention or response to acts of hate:</p> <ol style="list-style-type: none"> 1. Organize capacity building events. 2. Help grass roots networks build their capacity to organize events. 3. Provide outreach for events. 4. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies. 5. Provide youth leadership workshops to build human. relations and intergroup skills. 	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none"> ▪ Number of organizations and County departments participating in Partners' Network events. ▪ Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate. ▪ Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map. ▪ Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate. ▪ Number of school, city or other agency's staff or youth trained or assisted by

	<ul style="list-style-type: none"> Response Strategy provided: (Numeric) Minimum Qualitative documentation to be reported as part of Program Report Narrative to ensure Goals/Objectives are met. 		Network agencies staff in LA vs Hate program
Jan. 2025 – Dec. 2025	<p>2. Crisis Response To Hate Acts</p> <p>To provide Capacity Building activities for strengthening Network Response in communities impacted by hate violence Contractor and RRN agency staff will provide effective collaborative strategies for working in crisis response situations by providing education on both collaborative building strategies, and crisis response. These preventative crisis response services shall document:</p> <ul style="list-style-type: none"> Number of people trained in community collaborative strategies to support and work with victims of hate. 	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <ol style="list-style-type: none"> Organize capacity building events. Help grass roots networks build their capacity to organize events. Provide outreach for events. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies. Provide youth leadership workshops to build human relations and intergroup skills. 	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none"> Number of organizations and County departments participating in Partners' Network events. Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate. Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate.

	<ul style="list-style-type: none"> Number of civic human relations, grass roots organizations service who are recruited and who sign onto a Network for Capacity Building Information Sharing events. To provide effective Rapid Crisis Response to acts of hate, Contractor staff and RRN agency staff will ensure there is a rapid, initial and effective Response to Victims, or to the Community Impacted by Hate Violence: Contractor staff and RRN staff will provide appropriate crisis response to residents or communities impacted by hate violence by providing options such as: <ul style="list-style-type: none"> Assist with organizing community-led collaborative approaches to healing from hate violence, whether solidarity 		<ul style="list-style-type: none"> Number of school, city or other agency's staff or youth trained or assisted by Network agencies staff in LA vs Hate program. Staff hours spent on this activity.
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	<p>event; art or cultural event.</p> <ul style="list-style-type: none">▪ Monitor the number of residents impacted by collaborative approach, for example: estimate of attendees at solidarity event; art or cultural intervention event.▪ Provide post-event surveys to track whether event was effective in building community solidarity or feelings of healing and inclusion▪ Deploy, train, monitor the number of RRN staff who directly serve victims in crisis response situations including:▪ Monitor number of victims served – (please record information in invoice):<ul style="list-style-type: none">○ Race/ Ethnicity/ Nationality○ Religion		
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	<ul style="list-style-type: none">○ Type of bias motivated behavior: (Numeric)○ Number of appropriate Resources or Response Strategies obtained by victims moving toward healing. Record such information in Program Report.○ Number of hours staff spent per month providing this Crisis Response Level.		
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QUARTERLY PROGRESS/OUTCOME REPORT

Invoice will Include a Program Report with narrative descriptions of quantitative & qualitative factors to document goals/objectives met. Minimum qualitative documentation to be reported as part of the Quarterly Program Report in narrative to ensure goals/objectives are met are included in Performance Measures below.

1. Community Outreach Progress Form

Goals/Objectives	Performance Measures	Quarterly Program Report Documentation should include the following:
<p>Victim and Community Services Strategies</p> <p>1.To address the harm, inequity and continuing adverse impact on targeted victims of hate violence by providing outreach, trainings on LA vs Hate program, response interventions such as Dialogues, Events Facilitation.</p>	<p>Provide appropriate outreach at community events, school events; provide training and technical assistance for community-based organizations to effectively serve victims and communities impacted by hate violence.</p>	<ul style="list-style-type: none"> • Describe type of Outreach -Training • Dialogues • Events Facilitation • Technical Assistance Services, e.g., Fact Finding; Counseling; Plan Development; Working with law enforcement, prosecution, victim services, etc. (Minimum 40 such outreach events per year): <ul style="list-style-type: none"> • Estimate of number of attendees at events • Number of materials distributed • Number of trainings on LA vs Hate • Number of interventions provided • Estimate of attendees or victims served

Goals/Objectives	Performance Measures	Quarterly Program Report Documentation should include the following:
2. Document that an appropriate prevention intervention was provided after consultation with community, group or individual impacted by hate and after an intervention plan is developed to address the harm of the hate act.	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <p>Document the number and effectiveness of the interventions provided as well as type of intervention, using pre- post surveys submitted either digitally or via paperwork.</p> <p>Qualitative measures to be requested include measuring increased knowledge and familiarity with training material; or, increased capacity of community, group or individual impacted by hate to access needed resources for healing or for contributing to future interventions.</p>	<p>Number of trainings or events or technical assistance services provided (Minimum three to four events or services/month to meet 40 events per calendar year minimum).</p> <p>Describe trainings provided and whether to community members, or grass roots organizations on topics that are relevant to the specific communities, which could include topics such as:</p> <ul style="list-style-type: none"> • LA vs Hate components and goals <p>Number of hours staff spent this month providing these community trainings to ensure county residents have access to topics identified here. (Minimum 40 hours per month staff hours)</p> <p>Amount, unit price and total price for supplies or training materials ordered for this Response Intervention. (Note: Annual Training Materials, or Supplies costs should not be billed at higher than 5% of total MAWO Amount per year maximum).</p>

2. Prevention & Response to Hate – Capacity Building

Goals/Objectives	Performance Measures	Quarterly Program Report Documentation should include the following:
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<p>1. Education and outreach to provide effective:</p> <ul style="list-style-type: none"> ▪ Technical assistance ▪ Networking expertise ▪ Advocacy ▪ Organizational skills ▪ To respond/prevent hate violence <p>Prioritizing organizations, human relations organizations, county departments, school districts, grass roots organizations in areas impacted by hate violence</p> <p>Monitor and report:</p> <ul style="list-style-type: none"> ▪ Type of bias motivated behavior: (Numeric) ▪ Response Strategy provided: (Numeric) ▪ Response Strategy provided: (Numeric) ▪ Minimum Qualitative documentation to be reported as part of Program Report Narrative to ensure Goals/Objectives are met. 	<p>Provide prevention or response to acts of hate:</p> <ol style="list-style-type: none"> 1. Organize capacity building events 2. Help grass roots networks build their capacity to organize events 3. Provide outreach for events 4. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies 5. Provide youth leadership workshops to build human relations and intergroup skills. 	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none"> • Number of organizations and County departments participating in Partners' Network events • Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate. • Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map. • Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate • Number of school, city or other agency's staff or youth trained or assisted by Network agencies staff in LA vs Hate program.
Goals/Objectives	Performance Measures	Quarterly Program Report Documentation should include the following:

<p>Crisis Response To Hate Acts</p> <p>To provide Capacity Building activities for strengthening Network Response in communities impacted by hate violence by providing effective skills building workshops on collaborative strategies and direct response to hate violence which impacts individuals or entire communities, RRN partners shall document:</p> <ul style="list-style-type: none"> • Number of people trained in community collaborative strategies to support and work with victims of hate. • Number of civic human relations, grass roots organizations service who are recruited and who sign onto a Network for Capacity Building Information Sharing in the event of hate violence. • To provide effective Rapid, Crisis Response to acts of hate and to ensure there is a rapid, initial and effective Response to Victims, or to the Community Impacted by Hate Violence, RRN partner 	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <ol style="list-style-type: none"> 1. Organize capacity building events 2. Help grass roots networks build their capacity to organize events 3. Provide outreach for events 4. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies 5. Provide youth leadership workshops to build human relations and intergroup skills. 	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none"> • Number of organizations and County departments participating in Partners' Network events. • Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate • Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map • Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate • Number of school, city or other agency's staff or youth trained or assisted by Network agencies staff in LA vs Hate program • Staff hours spent on this activity.
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<p>agencies shall demonstrate the following:</p> <ul style="list-style-type: none"> ▪ Provision of appropriate crisis response to residents or communities impacted by hate violence. ▪ Assistance with organizing community-led collaborative approaches to healing from hate violence, whether solidarity event; art or cultural event. ▪ Monitoring the number of residents impacted by collaborative approach, for example: estimate of attendees at solidarity event; art or cultural intervention event. ▪ Providing residents, other agency staff, city officials who RRN agency staff have worked with post-event surveys to track whether these events were effective in building community 		
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<p>solidarity or feelings of healing and inclusion.</p> <ul style="list-style-type: none">▪ Deploying, training, monitoring the number of RRN partner staff who serve victims in crisis response.• Monitoring number of victims served: (Please record information in invoice:)<ul style="list-style-type: none">▪ -Race/ Ethnicity/ Nationality▪ Religion▪ Type of bias motivated behavior (Numeric)▪ Number of appropriate Resources or Response Strategies obtained by victims moving toward healing. Record such information in Program Report▪ Number of hours staff spent per month providing this Crisis Response Level.		
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Outreach Activity Reporting Form

Activity Reporting Form will accompany invoices, including a Program and Outreach Activity Report with narrative descriptions of quantitative & qualitative factors to document goals & objective met. Activity Report should include the following template descriptions:

1. Community Outreach

Goals/Objectives	Performance Measures	Activity Report Form Documentation should include the following:
<p>Victim and Community Services Strategies</p> <p>1.To address the harm, inequity and continuing adverse impact on targeted victims of hate violence by providing outreach, trainings on LA vs Hate program, response interventions such as Dialogues, Events Facilitation.</p>	<p>Provide appropriate outreach at community events, school events; provide training and technical assistance for community-based organizations to effectively serve victims and communities impacted by hate violence.</p>	<ul style="list-style-type: none"> Describe type of Outreach -Training Dialogues Events Facilitation Technical Assistance Services, e.g., Fact Finding; Counseling; Plan Development; Working with law enforcement, prosecution, victim services, etc. (Minimum 40 such outreach events per year): <ul style="list-style-type: none"> Estimate of number of attendees at events Number of materials distributed Number of trainings on LA vs Hate Number of interventions provided Estimate of attendees or victims served

Goals/Objectives	Performance Measures	Activity Report Form Documentation should include the following:
<p>2. Document that an appropriate prevention intervention was provided after consultation with community, group or individual impacted by hate and after an intervention plan is developed to address the harm of the hate act.</p>	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <p>Document the number and effectiveness of the interventions provided as well as type of intervention, using pre- post surveys submitted either digitally or via paperwork.</p> <p>Qualitative measures to be requested include measuring increased knowledge and familiarity with training material; or, increased capacity of community, group or individual impacted by hate to access needed resources for healing or for contributing to future interventions.</p>	<p>Number of trainings or events or technical assistance services provided (Minimum three to four events or services/month to meet 40 events per calendar year minimum)</p> <p>Describe trainings provided and whether to community members, or grass roots organizations on topics that are relevant to the specific communities, which could include topics such as (not intended to be a complete list but examples only):</p> <ul style="list-style-type: none"> • Bullying Prevention • How to work with schools, youth, faith community, County agencies • LA vs Hate components and goals <p>Number of hours staff spent this month providing these community trainings to ensure county residents have access to topics identified here. (Minimum 40 hours per month staff hours)</p> <p>Amount, unit price and total price for Supplies or training materials ordered for this Response Intervention. (Note: Annual Training Materials, or Supplies costs should not be billed at higher than 5% of total MAWO Amount per year maximum)</p>

2. Prevention & Response to Hate – Capacity Building

Goals/Objectives	Performance Measures	Activity Report Form Documentation should include the following:
<p>1. Education and outreach to provide effective:</p> <ul style="list-style-type: none"> • Technical assistance • Networking expertise • Advocacy • Organizational skills • To respond/prevent hate violence <p>Prioritizing organizations, human relations organizations, county departments, school districts, grass roots organizations in areas impacted by hate violence</p> <p>Monitor and report:</p> <ul style="list-style-type: none"> • Type of bias motivated behavior: (Numeric) • Response Strategy provided: (Numeric) • Response Strategy provided: (Numeric) • Minimum Qualitative documentation to be reported as part of Program Report Narrative to ensure 	<p>Provide prevention or response to acts of hate:</p> <ol style="list-style-type: none"> 6. Organize capacity building events 7. Help grass roots networks build their capacity to organize events 8. Provide outreach for events 9. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies 10. Provide youth leadership workshops to build human relations and intergroup skills 	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none"> • Number of organizations and County departments participating in Partners' Network events. • Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate. • Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map. • Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate. • Number of school, city or other agency's staff or youth trained or assisted by Network agencies staff in LA vs Hate program.

Goals/Objectives are met.			
Goals/Objectives	Performance Measures	Activity Report Form Documentation should include the following:	
<p>Crisis Response To Hate Acts</p> <p>To provide Capacity Building activities for strengthening Network Response in communities impacted by hate violence by providing effective collaborative strategies and direct victim services, RRN agency staff shall report:</p> <ul style="list-style-type: none">• Number of people trained in community collaborative strategies to support and work with victims of hate.• Number of civic human relations, grass roots organizations service who are recruited and who sign onto a Network for Capacity Building Information Sharing in the event of a community-wide hate event.• Providing effective Rapid, Crisis Response to acts of hate by ensuring there is a rapid, initial and effective	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <ol style="list-style-type: none">1. Organize capacity building events.2. Help grass roots networks build their capacity to organize events.3. Provide outreach for events.4. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies.5. Provide youth leadership workshops to build human relations and intergroup skills	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none">• Number of organizations and County departments participating in Partners' Network events.• Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate.• Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map.• Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate.• Number of school, city or other agency's staff or youth trained or assisted by Network agencies staff in LA vs Hate program.• Staff hours spent on this activity	

<p>Response to Victims, or to the Community Impacted by Hate Violence.</p> <ul style="list-style-type: none">• Providing appropriate crisis response to residents or communities impacted by hate violence.• Assisting with organizing community-led collaborative approaches to healing from hate violence, whether solidarity event; art or cultural event.• Monitoring the number of residents impacted by collaborative approach, for example: estimate of attendees at solidarity event; art or cultural intervention event.• Providing post-event surveys to local residents, officials, agency staff who RRN agency staff worked with to track whether event was effective in building community solidarity or feelings of healing and inclusion.• Deploying, training, monitoring the number of LA vs Hate Rapid Response Network partner staff who		
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<p>serve victims in crisis response.</p> <ul style="list-style-type: none">Monitoring number of victims served. (Please record information in invoice):<ul style="list-style-type: none">Race/ Ethnicity/ NationalityReligionType of bias motivated behavior: (Numeric)Number of appropriate Resources or Response Strategies obtained by victims moving toward healing. Record such information in Program Report.Number of hours staff spent per month providing this Crisis Response Level		
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**COMMUNITY ENGAGEMENT AND RELATED SERVICES
MASTER AGREEMENT WORK ORDER**

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

AAPI Equity Alliance

County Master Agreement Number: PH- 00XXXXXX Work Order Number: EO-24-01

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement Work Order with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Master Agreement Work Order.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement Work Order. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement Work Order between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Master Agreement Work Order. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff must keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: _____

**LA VS HATE RAPID RESPONSE NETWORK PROJECT
PRICING SCHEDULE
WORK ORDER NUMBER: EO-24-01**

MAXIMUM NOT TO EXCEED CONTRACT COST: \$715,000.00

Compensation rates are set forth below but are subject to the limitations set forth in this Master Agreement Work Order, Section 7.0, Maximum Total Cost and Payment. Any costs incurred to complete this project in excess of the maximum not-to-exceed cost shall be borne by the CONTRACTOR. The CONTRACTOR shall bill in accordance with the fee schedule below:

A. FULL-TIME AND PART-TIME SALARIES				
Full-time Salaries (Position Title and Name)	Monthly Salary	No. of Months	% of Time	Total
Program Director (Actual Rate \$90k, Differential Covered In-Kind)	\$ 39		100%	\$ 80,954
	\$ 65		5%	\$ 6,760
Subtotal Full-time Salaries				\$ 87,714
Part-time Salaries (Position, Title and Name)	Hourly Salary	No. of hours worked annually	% of Time	Total
	\$ -			\$ -
Subtotal Part-time Salaries				\$ -
TOTAL SALARIES:				\$ 87,714
B. EMPLOYEE BENEFITS				Total
-				<u>enter % rate</u>
Full-time Employees Benefits Rate:	18.00%			\$ 15,786
Part-time Employees Benefits Rate:	0.00%			\$ -
Total Employee Benefits:				\$ 15,786
TOTAL SALARIES & EMPLOYEE BENEFITS (A + B):				\$ 103,500
C. FIXED COSTS (Bidders may <u>not</u> alter the pre-populated fixed costs below)				
Expense Type	Short Description			Total
Subcontractors	Subcontracts for Rapid Response Network of Agencies			\$ 540,000
TOTAL FIXED COSTS:				\$ 540,000
D. OPERATING EXPENSES				
Expense Type	Short Description			Total
TOTAL OPERATING EXPENSES:				\$ -
E. MILEAGE AND TRAVEL				
Expense Type	Short Description			Total
TOTAL MILEAGE & TRAVEL:				\$ -
F. OTHER COSTS				
Expense Type	Short Description			Total
TOTAL OTHER COSTS:				\$ -
G. TOTAL DIRECT COSTS (A - F)				\$ 643,500
H. INDIRECT COSTS				
	Indirect Cost Rate	enter % rate		
		10%		
TOTAL INDIRECT COSTS:				\$ 71,500
I. TOTAL TERM BUDGET				\$ 715,000



Contribution Declaration Form

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act (Government Code section 84308), members of the Board of Supervisors and other elected and appointed County officers are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if, on or after January 1, 2023, the County officer received more than \$250 in contributions from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.

You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.

An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.

This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.



Contribution Declaration Form

Complete each section below. State "none" if applicable.

A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

AAPL Equity Alliance

a) If applicable, proposing or Bidding as ☒ Prime Contractor or ☐ Subcontractor

b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months:

Asian Pacific Policy and Planning Council

[IF A COMPANY, ANSWER Qs 2 - 3]

2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.

a) Parent(s):

N/A

b) Subsidiaries:

N/A

c) Related Business Entities:

N/A

3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.

N/A



Contribution Declaration Form

- 4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you direct or control.

N/A

- 5) Identify any individuals, including employees and agents (individuals representing you [Declarant] or the Declarant Company), that have or will receive compensation to communicate with a member of the Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any County employee regarding the award or approval of this contract or project, license, permit, or other entitlement for use, including any individuals, employees and agents that have sought or will seek to influence the award or approval of this contract, project, license, permit, or other entitlement for use.

N/A

- 6) Identify any lobbyists and lobbying firms acting on behalf of you (Declarant) or Declarant Company that have lobbied or will lobby the Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any County employee on this contract, project, permit, license, or other entitlement for use and that have or will be compensated for such lobbying.

N/A

- 7) If you (Declarant) or Declarant Company are a 501(c)(3) non-profit organization, identify the members of your board and indicate whether each member receives compensation from you or Declarant Company.

N/A



Contribution Declaration Form

B. CONTRIBUTIONS

- 1) Have you (Declarant) or the Declarant Company, if applicable, solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County employee or officer on or after January 1, 2023? If so, provide details of each occurrence, including the date.

Date (contribution solicited, or directed)	Recipient Name (elected official)	Amount
N/A	N/A	N/A

*Please attach an additional page, if necessary.

- 2) Identify any entities or individuals, including employees and agents (individuals representing you (Declarant) or the Declarant Company, *e.g.*, lobbyists, attorneys, etc.), who make decisions for you (Declarant) or Declarant Company, if applicable, on any contributions provided to members of the Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County employee or officer.

N/A

- 3) Disclose all contributions made by you (Declarant) or any of the entities and individuals identified in Sections A and B to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County employee or officer on or after January 1, 2023. Include the name of the contributor, the name of the recipient, the amount of the contribution, and the date the contribution was made.

Date (contribution made)	Name (of the contributor)	Recipient Name (elected official)	Amount
N/A	N/A	N/A	N/A

*Please attach an additional page, if necessary.



Contribution Declaration Form

C. DECLARATION

By signing this Contribution Declaration form, you (Declarant), or you and the Declarant Company, if applicable, certifies that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct.

There are 0 additional pages attached to this Contribution Declaration Form.

COMPANY BIDDERS OR APPLICANTS

I, Manjusha Kulkarni (Authorized Representative), on behalf of AAPI Equity Alliance (Declarant Company), at which I am employed as Executive Director (Title), declare that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

If I hire an agent or lobbyist during the course of these proceedings and have or will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested license, permit, or entitlement for use.

Manjusha Kulkarni
Signature

11/15/24
Date



Contribution Declaration Form

APPLICANTS OR INDIVIDUAL BIDDERS

I, AAPI Equity Alliance, declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement. If I hire an agent or lobbyist during the course of these proceedings and have or will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or by a lobbyist or agent representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested license, permit, or entitlement for use.

Margaret P. Kitz
Signature

11/15/24
Date