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Director

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BOARD OF SUPERVISORS

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November 18, 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:

**APPROVAL TO EXECUTE AN AMENDMENT TO MASTER AGREEMENT WORK ORDER
PH-004305-W2 WITH LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE FOR THE
PROVISION OF COMMUNITY ENGAGEMENT AND RELATED SERVICES TO SUPPORT
CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Request approval to execute an amendment to the Master Agreement Work Order
Number PH-004305-W2 with Los Angeles Centers for Alcohol and Drug Abuse to increase the
maximum obligation for the period of July 1, 2025, through June 30, 2026.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to execute an amendment, substantially similar to Exhibit I, to Master Agreement Work Order (MAWO) Number PH-004305-W2 with Los Angeles Centers for Alcohol and Drug Abuse (LACADA) for the provision of Community Engagement and Related Services to support Capacity Building, Training, and Technical Assistance (CBTTA), to increase the maximum obligation by \$276,000 from \$1,840,000 to \$2,116,000 for the period of July 1, 2025, through June 30, 2026, 100 percent funded by the Probation Department Juvenile Justice Crime Prevention Act (JJCPA) funds.
2. Delegate authority to the Director of Public Health, or designee, to execute amendments to the MAWO that: a) extend the term through June 30, 2027, at amounts to be determined by the Director of Public Health, contingent upon the availability of funds and contractor performance; b) allow for a no-cost adjustment to the term through December 31, 2027; c) allow the rollover of unspent MAWO

funds, if allowable by the grantor; d) provide an increase or decrease in funding up to 15 percent above or below the annual base maximum obligation, effective upon execution or beginning of applicable MAWO budget period, update the statement of work and/or scope of work, as necessary; and/or e) correct errors in the MAWO's terms and conditions, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Public Health's Office of Violence Prevention (OVP) has been in partnership with the Probation Department, and with funding support from JJCPA funds, to enhance the organizational capacity of Community-Based Organizations (CBO) serving youth and families that are involved in the juvenile justice system, at-risk of involvement in the justice system, or impacted by violence and trauma. Recognizing that service delivery is most effective when led by CBOs with established roots in the communities they serve and that these organizations have faced numerous organizational challenges serving communities and community members who have been impacted by complex trauma, inequities, and shared root causes, OVP has identified these circumstances as an equity issue and has designated capacity building as a priority.

LACADA, providing CBT TA, serves as the primary entity responsible for: 1) contract and mini-grant administration; and 2) training on business operation and organizational development, focusing on strengthening the capacity of CBOs to deliver effective services while building on their ability to manage back-office operations. LACADA provides CBT TA to a minimum of 20 CBOs in the following communities: including a minimum of two each in Antelope Valley, East Los Angeles, Hawaiian Gardens, Puente Valley, Pomona; and four in South Los Angeles due to the significantly higher rate of violence in this area.

Approval of Recommendation 1 will allow Public Health to amend MAWO Number PH-004305-W2 with LACADA to provide additional funds. The additional funding will allow Public Health to build the capacity of the contracted agency quickly and efficiently, be responsive to circumstances in order to expand the reach of effective TTA strategies in communities impacted by violence, add a potential pilot program to prep CBO's not yet ready for TTA, and add additional data tracking.

Public Health is returning to your Board to request approval to increase the MAWO as the additional funding indicated exceeds our current delegated authority to increase funding, which was approved by your Board on May 21, 2024.

Approval of Recommendation 2 will allow Public Health to execute amendments to the MAWO to extend and/or adjust the term; rollover unspent funds; and increase or decrease funding up to 15 percent above or below the annual base maximum obligation; update the statement of work and/or scope of work; and/or correct errors in the contract's terms and conditions, as necessary.

Implementation of Strategic Plan Goals

The recommended actions support North Star 2 – Foster vibrant and resilient communities, Goals – Economic Health, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The MAWO's total cost is being augmented by \$276,000 for the period of July 1, 2025, through June 30, 2026, fully funded by the JJCPA funds.

Funding for the MAWO is included in Public Health's Final Adopted Budget for fiscal year (FY) 2025-26 and will be included in future FYs, as necessary.

There is no net County cost associated with this action.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required under Board Policy 5.120, your Board was notified on July 31, 2025, of Public Health's request to increase or decrease funding up to 15% above or below each contract's annual maximum obligation. This increase will allow Public Health to add deliverable items in the Scope of Work.

County Counsel has reviewed and approved Exhibit I as to form.

CONTRACTING PROCESS

On May 21, 2024, your Board authorized Public Health to execute MAWO Number PH-004305-W2 with LACADA in the total amount of \$1,840,000 effective July 1, 2024, through June 30, 2025, to provide community engagement and related services of CBTTA.

On June 2, 2025, I notified your Board that I was exercising delegated authority to amend MAWO Number PH-004305-W2 with LACADA to extend the period for 12 months effective July 1, 2025, through June 30, 2026, at an annual maximum obligation of \$1,840,000.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to support additional community engagement and related services.

The Honorable Board of Supervisors

11/18/2025

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara Ferrer". The signature is fluid and cursive, with the first name "Barbara" and last name "Ferrer" clearly distinguishable.

Barbara Ferrer, PhD, MPH, MEd

Director

BF:mk

#08368

Enclosures

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

Master Agreement Number: PH-004305

Work Order Number: PH-004305-W2

Amendment Number 3

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH
MASTER AGREEMENT WORK ORDER
FOR
CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
COMMUNITY ENGAGEMENT AND RELATED SERVICES

THIS AMENDMENT is made and entered into on _____.

by and between COUNTY OF LOS ANGELES
(hereafter "County"),

and LOS ANGELES CENTER FOR ALCOHOL
AND DRUG ABUSE
(hereafter "Contractor").

WHEREAS, on October 26, 2020, the County and Contractor entered into Master Agreement Number PH-004305 to provide Community Engagement and Related Services for the Department of Public Health; and

WHEREAS, reference is made to Master Agreement Number PH-004305 and any amendments thereto, (all referred to as "Master Agreement"), between County and Contractor; and

WHEREAS, on June 12, 2024, County and Contractor entered into MAWO Number PH-004305-W2 to provide Community Engagement and Related Services to support the Capacity Building, Training, and Technical Assistance (CBTTA) Community Engagement and Related Services; and

WHEREAS, on November ___, 2025, the County Board of Supervisors authorized the Director of Public Health, or designee, to execute an amendment to MAWO PH-004305; and

WHEREAS, it is the intent of the parties hereto to amend MAWO Number PH-004305-W2 to increase the annual Maximum Total Amount for the period of July 1, 2025, through June 30, 2026; and make other hereafter designated changes to the MAWO; and

WHEREAS, Master Agreement, Paragraph 8.1, Amendments, provides that changes may be made in the form of an amendment, which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it continues to possess the competence, expertise, and personnel necessary to provide services consistent with the requirements of this MAWO.

NOW, THEREFORE, the parties hereto agree as follows:

1. This amendment is hereby incorporated into the original MAWO, and all of its terms and conditions, including capitalized terms defined therein, will be given full force and effect as it fully set forth herein.
2. This amendment is effective upon execution for the period of July 1, 2025, through June 30, 2026.
3. Paragraph 7.0, **MAXIMUM TOTAL AMOUNT AND PAYMENT**, Subparagraph 7.2 is deleted in its entirety and replaced as follows:

“7.2 For the period effective July 1, 2025, through June 30, 2026, the Maximum Total Amount that County will pay Contractor for all services to be provided under this MAWO will not exceed two million, one hundred sixteen thousand dollars (\$2,116,000), as set forth in the Budget (Attachment C-1.1).”
4. Attachment B-1, Scope of Work, is deleted in its entirety, and replaced with Attachment B-1.1, Scope of Work, attached hereto and incorporated herein by reference. All references to “Attachment B-1, Scope of Work,” are deemed amended to state, “Attachment B-1.1, Scope of Work”.
5. Attachment C-1, Budget, is deleted in its entirety, and replaced with Attachment C-1.1, Budget, attached hereto and incorporated herein by reference. All references to “Attachment C-1, Budget,” are deemed amended to state, “Attachment C-1.1, Budget”.
6. Except for the changes set forth herein above, MAWO will not be changed in any other respect by this amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, or designee, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the month, day, and year first above written.

COUNTY OF LOS ANGELES

By _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

LOS ANGELES CENTER FOR ALCOHOL
AND DRUG ABUSE

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

#08368:mk

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity		Timeline	Deliverables
Objective I: Mini-Grant Award Selection Process			
1.1	Contractor must conduct a streamlined Mini-Grant Award process, with inputs from County of Los Angeles Department of Public Health, Office of Violence Prevention (OVP), to select: 1) a minimum of 20 Community-Based Organizations (CBOs) that will receive mini-grants of up to \$50,000; 2) receive one-on-one, and group Training, and Technical Assistance (TTA); and 3) 3-5 CBOs that will receive mini-grants of \$10,000 and to participate in the Pre-TTA services to help address 1-2 barriers that prevent them from being eligible for the TTA program. The Mini-Grant Award selection process must include, but not be limited to:	Ongoing through June 30, 2026	1.1 Meeting notes Short form application on file and online
1.1.1	An outreach process to promote the mini-grant opportunity within the 20 CBOs in the following Trauma Prevention Initiative (TPI) communities: including a minimum of two each in Antelope Valley, East Los Angeles, Hawaiian Gardens/Norwalk, Puente Valley, Pomona; and four in South Los Angeles, due to the statistically significant higher rate of violence in this area.		
1.1.2	Clear criteria for full TTA services, and pre-TTA services.		
1.2	A streamlined application process, that includes a short form, designed with inputs from OVP, to obtain the following information, at a minimum:	Ongoing through June 30, 2026	1.2 Short form application approved by OVP Short form application on file and online
1.2.1	CBO name, tax ID, address, and contact information.		
1.2.2	Identify which of the nine TPI communities the CBO provides services in (minimum requirement).		

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity	Timeline	Deliverables
1.2.3 CBOs must provide current 501 (c) (3) nonprofit status or information of fiscal sponsor organization with 501 (c) (3) status (minimum requirement). 1.2.4 A brief statement of interest of why CBO is interested in the TTA and how it will benefit the selected community. 1.2.5 What type of Community Violence Intervention (CVI) services the CBO provides to the community. 1.2.6 How the CBO's violence intervention services are in alignment with the identified priorities in the TPI community in which they serve. 1.2.7 The length of time the CBO has been providing CVI services. 1.2.8 If the CBO has applied for previous TTA projects offered by OVP and not been accepted, or participated in previous TTA projects offered by OVP, or other county TTA initiatives (This will be given due consideration, to be considered among many factors in the application process). 1.2.9 CBO's attestation to commit to the TTA process by: (1) identifying a consistent point of contact for the project; (2) participating in the organizational assessment; (3) attending monthly meetings with TTA provider; (4) working with TTA provider to create a work plan and budget for mini-grant; and, (5) agreeing to provide a progress report and supporting documentation for completed work and expenses to OVP, and to allow OVP to audit any completed work and expenses upon request.		

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity	Timeline	Deliverables
1.3 An application review process that includes, but is not limited to: 1.3.1 Initial analysis to ensure that each applicant meets the minimum criteria: 1) IRS Code Section 501(c) (3) status, and 2) CVI services within TPI community. 1.3.2 Identifying and convening a group of 3-5 reviewers, consisting of TPI community partners, to review and score short applications, ensuring, if possible, identification of at least one CBO in each of the nine TPI communities. 1.3.3 Notification of selection of identified CBOs, securing agreement to participate in Mini-Grant and TTA and the process to identify backup agencies if those initially selected do not agree. 1.3.4 Notification of non-selection to remaining CBOs. 1.3.5 A specific methodology for keeping track of CBO's that do not qualify for TTA. 1.3.6 Assessing needed supports for those CBOs to be eligible for the next cycle of TTA. 1.3.7 Assess if those identified needs are suitable for pre-TTA support.	Ongoing through June 30, 2026	1.3 TTA team will contact applicants to verify contact information • Applications will be reviewed and filed upon receipt • Award letters • Decline letters
Objective II: Mini Grant Award Selection Process		
2.1 Contractor will be responsible for the distribution of the Mini-Grant Awards to the 20 selected CBOs; and the 3-5 pre-TTA CBOs, and provide TTA on best practices	By February 1, 2026	2.1 Written award process

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity	Timeline	Deliverables
for program development, grants implementation/administration, and data management. Contractor must work with the selected CBOs to identify proposed projects and their TTA needs. 2.2 Enter into a subcontractor agreement with a technical assistance provider that has expertise in building capacity of grassroots organizations, to be identified in consultation with OVP, that will work with the 20 CBOs, and 3-5 pre-TTA CBOs, within 30 days.	Within 30 days after start of MAWO term	• Award letters • Decline letters • Agreements • Written grant management protocol 2.2 Subcontract agreement on file
2.3 Mini Grant Award Allocation and Management 2.3.1 Update, as needed, and implement a process to distribute Mini-Grant Awards to the selected CBOs. 2.3.2 Update, as needed, and secure signed Mini-Grant Award letters with the selected CBOs and submit to County. 2.3.3 Update, as needed, and implement a County approved protocol to effectively track and manage the selected CBOs deliverables, including the development and use of program budgets, as well as conducting regular audits of program expenses and invoices. 2.3.4 Distribute Mini-Grant Award funding to the selected CBOs in two equal payments based on deliverables of the project. 2.3.5 Provide clear communication and guidance to the selected CBOs about strategies, goals, and reporting requirements.	Ongoing through June 30, 2026 Within 3 weeks from start of MAWO term. Ongoing through June 30, 2026	2.3 Reports

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity	Timeline	Deliverables
2.4 Capacity Building, Training, and Technical Assistance and Pre TTA 2.4.1 Conduct an organizational assessment of each selected CBO using an assessment tool developed by the Southern California Center for Nonprofit Management (or a similar entity) that must be approved by the County. Assessment tools must be adapted to the TTA CBOs and pre-TTA CBOs. Assessment for pre-TTA CBOs will identify 1-2 barriers to being eligible for TTA and develop an action plan based on the assessment. 2.4.2 Conduct monthly one-on-one training focusing on program monitoring and management, use of office technology, (i.e., software and computer systems), and managing staff, volunteers, and financial activities, including budgeted. 2.4.3 Facilitate virtual monthly peer-to-peer networking opportunities among the selected CBOs to address topics of common interest, share learned experiences and provide opportunities for information transfer. 2.4.4 Work to ensure selected CBOs meet the requirements and deliverables as stated in the Mini-Grant Award. 2.4.5 Serve as the liaison between the County and the selected CBOs, and oversee the work identified in the Mini-Grant Award. 2.4.6 Manage all project activities in close coordination with the selected CBOs.	Ongoing through June 30, 2026 By February 1, 2026 Ongoing through June 30, 2026	2.4 Assessment tool and approval by the County on file once determined - Organizational assessments and analysis on file - Tailored training curriculum on file - Training satisfaction questionnaires and analysis on file - Training schedule and roster on file - Written monthly review of each CBO project on file with action steps and timelines to correct problems - Meeting notes with CBOs on file - Fiscal, administrative, programmatic, monitoring

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity		Timeline	Deliverables
2.4.7	Meet on a bi-weekly basis with OVP staff to discuss the project progress.		records on file
2.4.8	Conduct fiscal, administrative, and programmatic oversight and monitoring.		
2.4.9	Ensure that all CBOs and contractors that have access to Health Insurance Portability and Accountability Act (HIPAA) related materials receive and maintain proper HIPAA training.		
2.4.10	Provide 3-5 Pre-TTA CBO's that meet TTA criteria, access to supportive trainings within the regular TTA Capacity Building program.		
2.4.11	Create an action plan based off a needs assessment of supports needed to apply for the TTA Capacity Building program		
2.4.12	Meet weekly to bi-weekly to work on progress towards addressing identified barriers to applying for the full TTA program.		
2.4.13	Create a work plan that focuses on meeting the criteria to apply for the next TTA program year.		
Objective III: Performance Measurement			
3.1	Contractor must utilize a comprehensive Performance Measure Plan established by the County and maintain a consistently high level of service throughout the term of this MAWO as follows:	Ongoing through February 1, 2026	3.1 Criteria checklist matrix detailing expected project benchmarks, goals, objectives, and outcomes Quarterly strategic plan

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
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WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity		Timeline	Deliverables
3.1.1	Update, as needed, and implement a Performance Measurement Plan that includes a matrix with threshold benchmarks and goals, and provide expectations on service delivery, including criteria to keep track of the CBOs served, and outcomes as performance targets in order to measure productivity.		regarding achievement and needed correction • Performance matrix form to be requested from County • Staff meeting notes • Strategic plan • Matrix form • CBO meeting notes • Correction action plans • Quarterly reviews, project data, invoices • Data reports to County
3.1.2	Update, as needed, a strategic plan for meeting the established performance measures. The plan and performance must be monitored on a quarterly basis through the collection of raw data derived from the monthly activity reports and invoices.		
3.1.3	Provide a performance measurement report on a quarterly basis and submit to the County, along with documentation addressing performance issues. The report must also include methods used to address unmet goals. OVP staff will review the report and performance and will make recommendations as needed.		
3.2	County personnel may conduct site visits to review performance and strategies to meet benchmarks, observe activities, and examine documents relevant to this MAWO at any time during normal business hours.	Ongoing through June 30, 2026	3.2 Notes on-site visits
Objective IV: Reporting			
4.1	Contractor must coordinate with OVP to track implementation and impact of project for TTA and pre-TTA CBOs, submit monthly progress reports and a final report highlighting project activities, a summary of organizations served, anecdotes, successes and challenges, and recommendations.	Ongoing through June 30, 2026	4.1 Monthly and Final Reports

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity	Timeline	Deliverables
4.2 Complete and submit reports in a manner and time frame to be described by the County. 4.2.1 Complete and submit reports with the required supporting documentation that includes but not limited to aggregate reporting/data elements as required by the County. 4.2.2 Submit any other ad hoc reports as requested by the County, including the Board of Supervisors, the State or other County agencies or entities for budgetary or other purposes.	Ongoing through June 30, 2026	4.2 Reports upon request
4.3 Collect all County-required data elements and ensure accuracy of data submitted. Data elements must include, but not limited to: 4.3.1 Demographics of clients served by mini grant projects and services provided; 4.3.2 Assessment results of CBOs; 4.3.3 TTA services provided to each CBO and overall; and 4.3.4 Outcomes for CBOs and overall, i.e., improvement in assessment	Ongoing through June 30, 2026	4.3 Data reports
4.4 Contractor must submit a final report to OVP including a summary of achievements and challenges to implementing goals and objectives, recommendations for next steps, including how community-identified priorities and projects can be leveraged to advance violence prevention and community healing. Reports should also address additional capacity building needs to build local leadership among coalition members and agencies.	Up to 30 business days after June 30, 2026	4.4 Coalition outcomes, lessons learned, and recommendations will be included as part of final report due 30 business days after end of contract period.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
CAPACITY BUILDING SERVICES – CAPACITY BUILDING, TRAINING, AND TECHNICAL ASSISTANCE
SCOPE OF WORK

CONTRACTOR NAME: Los Angeles Centers for Alcohol and Drug Abuse (LACADA)

MASTER AGREEMENT NUMBER: PH-004305

WORK ORDER NUMBER: PH-004305-W2
(County Use Only)

WORK ORDER SOLICITATION NUMBER: CES-WOS-020

TERM: July 1, 2025, through June 30, 2026

Implementation Activity	Timeline	Deliverables
Objective V: Implementation Plan		
5.1 Contractor must develop an implementation plan for Pre-TTA and TTA for the MAWO term which must be approved by the County. Implementation activities are to be completed according to the timelines agreed upon by Contractor and the County and must be documented and/or submitted as specified. Any updates to the implementation plan must have the County's approval. Any failure by the Contractor to comply with the implementation plan may constitute a material breach of this MAWO, upon which the County may take corrective action, up to and including termination of this MAWO.	Within 30 business days of the start of the MAWO term Ongoing through June 30, 2026	5.1 Implementation plan on file and all program documents, completed materials, evaluations, etc., will be maintained on file and available for review by the County upon request.

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH
OFFICE OF VIOLENCE PREVENTION**

Capacity Building, Training, and Technical Assistance Community Engagement & Related Services

**LOS ANGELES CENTER FOR ALCOHOL AND DRUG ABUSE (LACADA)
Master Agreement Work Order Number PH-004305-W2**

Term: July 1, 2025 through June 30, 2026

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
SALARIES	\$ 511,441
EMPLOYEE BENEFITS	\$ 143,203
SERVICES AND SUPPLIES	\$ 297,141
INDIRECT COSTS (not to exceed 12% of total direct cost excluding expenditures, subawards, and flow-through funds)	\$ 114,214
MINI GRANTS	\$ 1,050,000
TOTAL PROGRAM BUDGET	\$ 2,116,000