



County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

FESIA A. DAVENPORT
Chief Executive Officer

DATE: November 3, 2021
TIME: 2:00 p.m. – 4:00 p.m.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: 1(323)776-6996**
TELECONFERENCE ID: 605696861#

To join via phone, dial 1(323)776-6996, then press 605696861#.

YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:

[Click here to join the meeting](#)

THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED UNDER STATE LAW

AGENDA

Members of the Public may address the Operations Cluster on any agenda item after all Informational Items are presented.
Two (2) minutes are allowed for each item.

1. **Call to order – Tamela Omoto-Frias/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
(5 minutes)
 - A) Board Letter:
AMENDMENT NUMBER SEVEN TO CONTRACT NUMBER 11-012-01
WITH EVIDENT CHANGE FOR SAFEMEASURES® SUBSCRIPTION
AND STRUCTURED DECISION MAKING® SUPPORT SERVICES
DCFS – Alan Weisbart, CSA III
 - B) Board Letter:
ACCEPT A ONE-TIME GRANT AWARD FROM THE CALIFORNIA
ENERGY COMMISSION FOR THE ELECTRIC VEHICLE READY
COMMUNITIES CHALLENGE PHASE II – BLUEPRINT
IMPLEMENTATION GRANT AND APPROVE AN APPROPRIATION
ADJUSTMENT FOR FY 2021-22
ISD – Minh S. Le, General Manager; Lujana Medina, Section Manager;
and Sheena Tran, Program Manager

CONTINUED ON PAGE 2

- C) Board Letter:
FISH AND WILDLIFE PROPAGATION FUND GRANT AWARDS-
LOS ANGELES COUNTY CHICANO EMPLOYEES ASSOCIATION
SCHOLARSHIP FOUNDATION LITTLE FISHERMAN PROGRAM
BOS/EO – Rhonda Rangel, Assistant Chief, Commission Services
- D) Board Letter:
APPROVAL TO AWARD GRANT FUNDS FROM THE LOS ANGELES
COUNTY FISH AND WILDLIFE COMMISSION PROPAGATION FUND
TO THE ANIMAL TRACKS, INC. (AT), DURING THE CALENDAR YEAR
2021
BOS/EO – Rhonda Rangel, Assistant Chief, Commission Services
- E) Board Letter:
AWARD 22 JOB ORDER CONTRACTS FOR MAINTENANCE, REPAIR,
REMODELING, AND REFURBISHMENT OF COUNTY
INFRASTRUCTURE AND FACILITIES
ISD – Timothy Ralston, Division Manager

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**
(2 minutes each speaker)
5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

- A) RR/CC – REQUEST APPROVAL OF SOLE SOURCE CONTRACT #21-005 WITH ELECTION SYSTEMS AND SOFTWARE, LLC (ES&S) FOR INCOMING VOTE BY MAIL AUTOMATED SIGNATURE VERIFICATION SERVICES
- B) LASD – ADVANCED NOTIFICATION TO THE BOARD OF INTENT TO ENTER INTO NEGOTIATIONS TO EXTEND CONTRACT NUMBER 78830 WITH DELTAWRX LC
- C) LASD – ADVANCE NOTIFICATION FOR A SOLE SOURCE AMENDMENT TO CONTRACT NO. 78636 WITH LEGACY COMPUTER SERVICE

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	11/3/2021	
BOARD MEETING	11/16/2021	
DELEGATED AUTHORITY BOARD LETTER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	Department of Children and Family Services (DCFS)	
SUBJECT	Amendment Number Seven to Sole Source Contract Number 11-012-01 for SafeMeasures® Subscription and Structured Decision Making® Support Services	
PROGRAM	Structured Decision Making	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: Evident Change is the State California Department of Social Services (CDSS) approved vendor and is the sole proprietor of the SafeMeasures reporting service and Structured Decision Making (SDM) application and support services. All 58 California counties are mandated by the State CDSS to use SafeMeasures reporting service and SDM tools.	
DEADLINES/ TIME CONSTRAINTS	The current Contract expires on December 31, 2021.	
COST & FUNDING	Total cost: \$215,622.56	Funding source: This contract is financed using 25% Federal and 75% Local Funds.
	TERMS (if applicable): One year term effective January 1, 2022 through December 31, 2022	
	Explanation:	
PURPOSE OF REQUEST	The Amendment will provide DCFS the ability to continue needed services for contract year 2022. It provides support for five specific areas: 1) SafeMeasures reporting service; 2) SDM consulting and technical assistance; 3) SDM analytical reports; 4) SDM web-based application hosting and maintenance; and 5) SDM System Practice improvement activities.	
BACKGROUND (include internal/external issues that may exist)	SDM is a collection of research-based and actuarial tools designed to enhance decision-making for case-specific evaluation and assessment. SDM consulting services are required to review the implementation of the SDM application, to discuss issues identified in the SDM annual report, and to design problem-solving strategies to improve DCFS' SDM practice. In addition, these services assist in the development of training and coaching needs for DCFS staff and leadership to better use, understand, and receive the value from the SDM system.	
DEPARTMENTAL AND OTHER CONTACTS	Alan Weisbart, CSA III 213-739-6481 weisba@dcfs.lacounty.gov	



County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

BOBBY D. CAGLE
Director

GINGER PRYOR
Chief Deputy Director

Board of Supervisors

HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

November 16, 2021

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

Dear Supervisors:

**AMENDMENT NUMBER SEVEN TO SOLE SOURCE CONTRACT NUMBER
11-012-01 WITH EVIDENT CHANGE FOR SAFEMEASURES® SUBSCRIPTION AND
STRUCTURED DECISION MAKING® SUPPORT SERVICES**

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

SUBJECT

The Department of Children and Family Services (DCFS) seeks delegated authority to execute Contract Amendment Number Seven to Contract Number 11-012-01 with Evident Change, formally known as National Council on Crime (NCCD) for SafeMeasures® Subscription and Structured Decision Making® (SDM) Support Services. The Contract Amendment will extend the current contract effective January 1, 2022 through December 31, 2022, update the Statement of Work and decrease the annual Contract amount by approximately 28 percent.

IT IS RECOMMENDED THAT THE BOARD:

- 1) Delegate authority to the Director, or designee, to execute an Amendment, substantially similar to the attached sample Amendment, to extend the current sole source contract with Evident Change for SafeMeasures® Subscription and SDM Support Services, for one-year effective January 1, 2022 through December 31, 2022, update the Statement of Work and decrease the annual Contract amount by

"To Enrich Lives Through Effective and Caring Service"

approximately 28 percent by \$87,112.44, from \$302,735.00 to \$215,622.56. This amendment will increase Maximum Contract Sum to \$2,949,267.36.

- 2) Delegate authority to the Director, or designee, to execute amendments to decrease the Maximum Annual Contract Amount by more than 10 percent per year during the term of the contract to accommodate a decrease in services contingent upon:
(a) applicable Federal, State and County contracting regulations are observed;
(b) the availability of funding; (c) County Counsel approval is obtained prior to execution of such amendment; and (d) the Director notifies the Board and the Chief Executive Officer (CEO) in writing within 10 business days of such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The SDM Application is a collection of research-based and actuarial tools designed to enhance decision-making at key points during the life of a case for case-specific evaluation and assessment. These contracted services are required to maintain SDM fidelity to continue the review of the implementation of the SDM application, discuss issues that are identified in the annual SDM Report, and design problem-solving strategies to improve SDM practice in the County. In addition, these services will aid development of Training and Coaching needs designed to help DCFS staff and leadership better use, understand, and receive the most value from the SDM system.

Evident Change is the State approved vendor and sole proprietor of the SafeMeasures and SDM services. The SafeMeasures subscription renewal continues to provide the County of Los Angeles (County) access to a valuable online reporting service. There is no other data reporting system with similar capabilities and features that incorporates Child Welfare Services/Case Management System (CWS/CMS) data, Child and Family Services Review (CFSR) measures, and SDM data, including specialized referral alerts.

A decrease in the annual Contract amount for this Amendment is due to the completion of Advanced SDM Supervisor and Leadership Training, five of the nine Initial SDM Continuing Services/Dependency Investigation Reorientation trainings, and the curriculum development for both of these trainings. Evident Change will continue to provide information technology help desk support and guidance; provide DCFS with an electronic version of one SDM Annual Management Report and three Specialized Reports; provide consultation services; provide off-site Technical Assistance; partner with DCFS to complete the "SDM Reorientation" Training which started in calendar year 2021.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. 3, Realize Tomorrow's Government Today: Prioritize and Implement Technology Initiatives that Enhance Service Delivery and Increase Efficiency.

FISCAL IMPACT/FINANCING

This Amendment will extend the current contract effective January 1, 2022 through December 31, 2022, update the Statement of Work and decrease the annual Contract amount by approximately \$87,112.44, from \$302,735.00 to \$215,622.56. This Amendment will be financed using 25 percent Federal and 75 percent Local funds. Sufficient funding is included in the Department's FY 2021 - 2022 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1998, Evident Change implemented SDM in California and Evident Change has provided SDM services to California counties for over 15 years. The California SDM model includes: a Hotline Tool to screen referrals received and determine how quickly a response must be made; a Safety Assessment to determine if it is safe for a child to remain home; a Family Risk Assessment to determine if the future risk is enough to warrant a case to be open; a Family Strength and Needs Assessment to determine the needs, strengths and services a family will need; a Reunification Assessment to determine if children are able to return home; an In-Home Family Assessment to determine if a Family Maintenance case can be closed or if the children will remain home; and a Substitute Care Provider Safety Assessment to determine if it is safe for a child to remain in their current Out-of-Home placement.

On December 20, 2011, the Board approved a Sole Source Contract with Evident Change effective January 1, 2012 and approved subsequent amendments to extend the contract.

On November 18, 2014, the Board approved Amendment One to extend the Contract effective January 1, 2015 through December 31, 2017.

On November 1, 2017, the Director of DCFS executed Amendment Two to increase the maximum contract amount by 10% as authorized by the Board Letter adopted on November 18, 2014.

On December 5, 2017, the Board approved Amendment Three to extend the Contract effective January 1, 2018 through December 31, 2020, increase the Annual Maximum Contract Sum by 10 percent, and add the option to extend the contract on an annual

basis, provided that Evident Change continues to remain the sole provider of the SDM services for CDSS.

On May 8, 2018, the Board approved Amendment Four to increase the Maximum Contract Amount greater than 10 percent to add additional services.

On August 6, 2019, the Board approved Amendment Five to increase the Maximum Contract Amount greater than 10 percent to add additional services.

On November 25, 2020, the Director of DCFS executed Amendment Six to extend the contract effective January 1, 2021 through December 1, 2021 as authorized by the Board Letter adopted on December 5, 2017.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology (IT) components of this request and recommends approval. The OCIO worked with DCFS to add updated information security and privacy requirements and cyber liability insurance coverage in the Contract Amendment, and to perform a security review of the vendor's SDM application cloud hosting environment to ensure the adequacy of their security measures. The OCIO determined this recommended action(s) does not include any new IT items that would necessitate a formal written CIO Analysis.

The Chief Executive Officer and County Counsel reviewed the Board Letter and Amendment. The Amendment was approved as to form by County Counsel.

CONTRACTING PROCESS

On August 6, 2021, in accordance with Board Policy No. 5.100, the Department notified the Board of its intent to request delegated authority to execute an Amendment to extend the current Contract, update the Statement of Work and decrease the annual Contract amount by greater than 10 percent (Attachment 2).

CONTRACTOR PERFORMANCE

The contractor met performance standards as outlined in the current Contract. The SafeMeasures® Subscription and SDM Support Services' performance monitoring is evaluated by the Program Manager.

IMPACT ON CURRENT SERVICES

Approval of the proposed recommendation will allow DCFS to address SDM system improvement efforts to ensure clear alignment between the SDM system and DCFS policy, thoughtful integration of SDM assessments with the DCFS Core Practice Model and better use of SDM aggregate data in DCFS Continuous Quality Improvement activities to ensure high-fidelity implementation of SDM.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter and attachment to the Department of Children and Family Services.

Respectfully submitted,

Reviewed by:

BOBBY D. CAGLE
Director

WILLIAM KEHOE
Chief Information Officer

BDC:GP:CMM
KDR:LTI:EO:

Attachments

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



AMENDMENT NUMBER SEVEN

TO

**SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION MAKING
SUPPORT SERVICES CONTRACT**

CFDA #93.658

CONTRACT NUMBER 11-012-01

WITH

**EVIDENT CHANGE
FORMALLY KNOWN AS NATIONAL COUNCIL ON CRIME AND DELINQUENCY**

_____ **2022**

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AMENDMENT NUMBER SEVEN TO SAFEMEASURES® SUBSCRIPTION AND
STRUCTURED DECISION MAKING SUPPORT SERVICES CONTRACT
CONTRACT NUMBER 11-012-01**

This Amendment is made and entered into this _____ day of _____, 20____, by and between the County of Los Angeles, hereinafter referred to as "COUNTY" and _____, hereinafter referred to as "CONTRACTOR."

WHEREAS, Change Notice Number One to Contract Number 11-012-01, replaced all references of "National Council on Crime and Delinquency (NCCD)" to "Evident Change"; and

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Section 7.0, Changes and Amendments; and

NOW THEREFORE, COUNTY and CONTRACTOR agree to modify the Safemeasures® Subscription and Structured Decision Making (SDM) Support Services Contract as follows:

1. Part I, Unique Terms and Conditions, Section 1.0 APPLICABLE DOCUMENTS AND DEFINED TERMS, Sub-sections 1.2 and 1.4 are amended as follows:
 - 1.2 Exhibits A4, Statement of Work (SOW), A-1b, Performance Requirement Summary, A-2g, Pricing Schedule, A-3, Line Item Budget, and Exhibit B, Attachments including A, B, C-1, C-2, D, E, F, G, H, I, J, K, L, M, O, P, Q, R and S set forth below, are attached to and incorporated by reference in this Contract.
 - 1.4 In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, contents or description of any task, deliverable, product, service, or other work between this Contract, SOW, and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Contract, SOW, and Exhibits A4, A-1b, A-2g, and Exhibit B, Attachments.
2. Part I, Unique Terms and Conditions, Section 3.0 Term, Sub-section 3.1.4 is added as follows:
 - 3.1.4 The contract term is extended for one (1) year, effective January 1, 2022 through December 31, 2022. The term of this Contract may be further extended by the Director of DCFS or designee, by written notice on an annual basis provided that NCCD continues to remain the sole provider of the SDM services.

3. Part I, Unique Terms and Conditions, Section 4.0 CONTRACT SUM, Subsection 4.1.6 is added as follow:

4.1.6 The Maximum Annual Contract amount for Amendment Seven, effective January 1, 2022 through December 31, 2022 is \$215,622.56.

4. Part I, Unique Terms and Conditions, Section 5.0 INSURANCE REQUIREMENTS, Subsection 5.2.6 is deleted in its entirety and replaced as follow:

5.2.6 Cyber Liability Insurance

The Contractor shall secure and maintain cyber liability insurance coverage with limits of \$ 5 million per occurrence and in the aggregate during the term of the Contract, including coverage for: network security liability; privacy liability; privacy regulatory proceeding, defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of County Information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and Data/Information loss and business interruption; any other liability or risk that arises out of the Contract. The Contractor shall add the County as an additional insured to its cyber liability insurance policy and provide to the County certificates of insurance evidencing the foregoing upon the County's request. The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, shall not be construed as a limitation upon the Contractor's liability or as full performance of its indemnification obligations hereunder. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

5. Exhibit A3, Statement of Work is deleted in its entirety and replaced with Exhibit A4, Statement of Work as attached to this Amendment.

4. Part I, Unique Terms and Conditions, Section 10.0 FEDERAL AWARD IDENTIFICATION is added as follows:

10.0 Federal Award Identification

Title 2, Code of Federal Regulations (CFR) Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200.332, requires the County, to provide Contractors with the details of every federal award and sub-award, as referenced on Attachment R, Federal Award Information.

Payment for this contract will be in accordance with Part I, Contract Section 6.0 INVOICES AND PAYMENTS and funded utilizing 25% Federal and 75% Local funds.

5. Attachment R, Federal Award Information, is added to the contract as attached to this amendment.
6. Attachment S, Information Security and Privacy Requirements, is added to the contract as attached to this amendment.

**ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN IN FULL
FORCE AND EFFECT**

**COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
AMENDMENT NUMBER SEVEN TO SAFEMEASURES® SUBSCRIPTION AND
STRUCTURED DECISION MAKING SUPPORT SERVICES CONTRACT
CONTRACT NUMBER 11-012-01**

IN WITNESS WHEREOF, the Board of Supervisors of COUNTY of Los Angeles has caused this Amendment to be subscribed on its behalf by the Director of the Department of Children and Family Services and CONTRACTOR has caused this Amendment to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year first above written. The person(s) signing on behalf of CONTRACTOR warrant under penalty of perjury that they are authorized to bind CONTRACTOR in this Amendment. This Amendment may be executed in separate counterparts and may be delivered by electronic facsimile; each counterpart, when executed and delivered, shall constitute a duplicate original but all counterparts together shall constitute a single agreement.

COUNTY OF LOS ANGELES

CONTRACTOR

Evident Change

By: _____ Date: _____

BOBBY D. CAGLE, DIRECTOR
Department of Children and
Family Services

By: _____ Date: _____

Name: _____

Title _____

By: _____ Date: _____

Name: _____

Title _____

Tax Identification Number

APPROVED AS TO FORM:

RODRIGO A. CASTRO-SILVA
County Counsel

By: _____ Date: _____

David Beaudet, Senior Deputy County Counsel

SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISIONMAKING®
SUPPORT SERVICES

STATEMENT OF WORK

2022

COUNTY OF LOS ANGELES DEPARTMENT OF
CHILDREN AND FAMILY SERVICES

SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION MAKINGSUPPORT
SERVICES

STATEMENT OF WORK

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STATEMENT OF WORK

PART A- INTRODUCTION

1.0 PREAMBLE

For over a decade, the County has collaborated with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's vision, goals, values, and adopted outcomes. Key to these efforts is the integration of service delivery systems and the adoption of the Customer Service and Satisfaction Standards.

The County of Los Angeles' Vision is a value driven culture, characterized by extraordinary employee commitment to enrich lives through effective and caring service, and empower people through knowledge and information. This philosophy is anchored in the shared values of:

Integrity
Inclusivity

Compassion
Customer Orientation

These shared values are encompassed in the County Strategic Plan, which includes the three following goals: 1) Make Investments that Transform Lives, 2) Foster Vibrant and Resilient Communities, and 3) Realize Tomorrow's Government Today. Making Investments that Transform Lives requires coordination, collaboration, and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies, and community and contracting partners.

The basic conditions that represent the well-being we seek for all children and families in Los Angeles County are delineated in the following five outcomes, adopted by the Board of Supervisors in January 1993.

- Good Health;
- Economic Well-Being;
- Safety and Survival;
- Emotional and Social Well-Being; and
- Education and Workforce Readiness.

Recognizing no single strategy - in isolation - can achieve the County's outcomes of well • being for children and families, consensus has emerged among County and community leaders that making substantial improvements in integrating the County's health and human services system is necessary to significantly move toward achieving these outcomes. The County has also established the values and goals for guiding this effort to integrate the health and human services delivery system.

- ✓ Families are treated with respect in every encounter they have with the health, educational, and social services systems.
- ✓ Families can easily access a broad range of services to address their needs, build on their strengths, and achieve their goals.
- ✓ There is no "wrong door": wherever a family enters the system is the right place.
- ✓ Families receive services tailored to their unique situations and needs.
- ✓ Service providers and advocates involve families in the process of determining service plans, and proactively provide families with coordinated and comprehensive information, services, and resources.
- ✓ The County service system is flexible, able to respond to service demands for both the Countywide population and specific population groups.
- ✓ The County service system acts to strengthen communities, recognizing that just as individuals live in families, families live in communities.
- ✓ In supporting families and communities, County agencies work seamlessly with public and private service providers, community-based organizations, and other community partners.
- ✓ County agencies and their partners work together seamlessly to demonstrate substantial progress towards making the system more strength-based, family focused. Culturally-competent, accessible, user-friendly, responsive, cohesive, efficient, professional, and accountable.
- ✓ County agencies and their partners focus on administrative and operational enhancements to optimize the sharing of information, resources, and best practices while also protecting the privacy rights of families.
- ✓ County agencies and their partners pursue multi-disciplinary service delivery, a single service plan, staff development opportunities, infrastructure enhancements, customer service and satisfaction evaluation, and revenue maximization.
- ✓ County agencies and their partners create incentives to reinforce the direction toward service integration and a seamless service delivery system.

- ✓ The County human service system embraces a commitment to the disciplined pursuit of results accountability across systems. Specifically, any strategy designed to improve the County human services system for children and families should ultimately be judged by whether it helps achieve the County's five outcomes for children and families: good health, safety and survival, economic well-being, social and emotional well-being, and education and workforce readiness.

The County, its clients, contracting partners, and the community are working together to develop practical ways to make County services more accessible, customer friendly, better integrated, and outcome-focused. Several departments have identified shared themes in their strategic plans for achieving these goals including: making an effort to become more consumer/client-focused; valuing community partnerships and collaborations; emphasizing values and integrity; and using a strengths-based and multi-disciplinary team approach. County departments are also working to provide the Board of Supervisors and the community with a better understanding of how resources are being utilized, how well services are being provided, and what are the results of the services: is anyone better off?

The County of Los Angeles health and human service departments and their partners are working together to achieve the following Customer Service and Satisfaction Standards in support of improving outcomes for children and families.

Personal Service Delivery

The service delivery team - staff and volunteers- will treat customers and each other with courtesy, dignity, and respect.

- Introduce themselves by name
- Listen carefully and patiently to customers
- Be responsive to cultural and linguistic needs
- Explain procedures clearly
- Build on the strengths of families and communities

Service Access

Service providers will work proactively to facilitate customer access to services.

- Provide services as promptly as possible
- Provide clear directions and service information
- Outreach to the community and promote available services
- Involve families in service plan development
- Follow-up to ensure appropriate delivery of services

Service Environment

Service providers will deliver services in a clean, safe, and welcoming environment, which supports the effective delivery of services.

- Ensure a safe environment
- Ensure a professional atmosphere
- Display vision, mission, and values statements
- Provide a clean and comfortable waiting area
- Ensure privacy
- Post complaint and appeals procedures

The basis for all County health and human services contracts is the provision of the highest level of quality services that support improved outcomes for children and families. The County and its contracting partners must work together and share a commitment to achieve a common vision, goals, outcomes, and standards for providing services.

PART B- PROJECT FOUNDATION

1.0 PURPOSE

This contract is for the purchase of the SafeMeasures® (SafeMeasures) subscription, maintenance and support services for the contractor's Structured Decision Making® (SDM) web-based application and Department of Children and Family Services' (DCFS) Police Mandated Reporter (PMR) web-based application, analytical reports and on-site consulting and technical assistance support for DCFS' SDM practice.

2.0 DEFINITIONS

The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used:

- A. "Annual Management Report" - means a report providing in-depth analysis and aggregate data related to DCFS practice, which identifies areas requiring special attention to ensure the ongoing improvement of Child Protective Services practice in DCFS as it relates to SDM and the achievement of SDM's stated goals.
- B. "Analytical Reports" - means an Annual Management Report or a Specialized Report.
- C. "Child Protective Services" or "CPS" - means the work performed by the Department in protecting children from maltreatment and assessing children for the mitigation of Safety and Risk.
- D. "Contract" - means this agreement.
- E. "CONTRACTOR" - means Evident Change.
- F. "COUNTY"- means the Department of Children and Family Services on behalf of the County of Los Angeles and its Board of Supervisors.
- G. "CONTRACTOR's Program Director" or "CPD" - means CONTRACTOR's officer or employee responsible for administering the Contract in accordance with the Statement of Work (SOW).
- H. "COUNTY's Program Manager" or "CPM" - means COUNTY representative responsible for daily management of contract operation and the oversight of monitoring activities, compliance with the requirements of the Contract, and the delivery of services.

- I. "Daily Extracts" - means data that is collected from the state's CWS/CMS which is sorted or categorized by SDM specifically related to DCFS' needs, and is downloaded on a daily basis by DCFS.
- J. "Day" or "Days" - means calendar days, and not business or workday, unless otherwise specifically stated.
- K. "DCFS" - means COUNTY's Department of Children and Family Services.
- L. "Director" - means COUNTY's Director of Children and Family Services or his or her authorized designee.
- M. "Emergency Response" or "ER" - means a critical response conducted by DCFS Social Workers who manage caseloads of children who are under the supervision and custody of DCFS.
- N. "Fiscal Year(s)" - means the twelve (12) month period beginning July 1st and ending June 30th of the following year.
- O. "LAKids" - means an intranet webpage accessible only within DCFS which contains links to various support resources used by DCFS staff.
- P. "Mandated Reporter" - means an individual who is mandated by law to report any suspected child abuse such as teachers, public school employee, an administrator or employee of a public or private youth center, youth recreation program, or youth organization, etc.
- Q. "Monthly" - means the total number of days of the month.
- R. Evident Change -. A research organization that works to help protect children from abuse and neglect, to create safe and rehabilitative justice systems for youth and adults, and to address the needs of older adults and adults with disabilities.
- S. "Negative Placement Outcome" - means the need to replace a child due to abuse by a Substitute Care Provider (SCP) or the unwillingness of the SCP to provide care.

- T. "Police Mandated Reporter" or "Police Mandated Reporter Application" - means the computer application maintained by the Business Information Systems on the DCFS Internet site that allows a Mandated Reporter the ability to create online suspected child abuse reports.
- U. Program. - means the work to be performed by CONTRACTOR as defined in Exhibit A3, Statement of Work (SOW).
- V. "SafeMeasures®" or "SafeMeasures" - means a web-service component of SDM which links data and technology infrastructure with key performance and outcome measures.
- W. Suspected Child Abuse Report (SCAR) - means a suspected child abuse reporting database used to gather child abuse related data.
- X. "Specialized Reports" - means the reports designed to answer questions of special interest to DCFS management. This may include reports about specific areas of performance by staff in the use of SDM or outcome related research.
- Y. "Structured Decision Making®", "SDM", or "SDM Model" - is a method of safety and risk assessment that provides social workers with simple, objective, and reliable tools with which to make the best possible decisions for individual cases, and to provide managers with information for improved planning, evaluation, and resource allocation.
- Z. "Structured Decision Making Application" or "SDM Live" - means a web-based computer application that contains all the SDM tools used to assess referrals and cases by CSW staff. This application is located in the LAKids' webpage.
- AA. "Structured Decision Making Tool" - means any one of six (6) assessments in the SDM model. They are: Hotline, Safety Assessment, Risk Assessment, Family Strengths and Needs Assessment (FSNA), Risk Reassessment, and Reunification Reassessment tools.
- BB. "Subcontract" - means a contract by which a third party agrees to provide services or materials necessary to fulfill an original contract.
- CC. "Substitute Care Provider" or "SCP" - means caregivers, either relative or non-relative that have been contracted to provide care for DCFS children in care.
- DD. "Technical Assistance" or "TA" - means a technical support service provided by

NCCD which includes various system assistance components such as phone calls, emails, on-site visits and on-line support.

3.0 COUNTY PROGRAM MANAGEMENT

The COUNTY shall provide a County Program Manager (CPM) to coordinate the delivery of the services of this Contract with the Contract's Program Director (CPD).

- 3.1 The CPM or designated alternate will have full authority to monitor CONTRACTOR's performance in the day-to-day operation of this Contract.
- 3.2 The CPM will provide direction to CONTRACTOR in areas relating to DCFS policy, information and procedural requirements.
- 3.3 The CPM will be responsible for daily management of Contract operation and overseeing monitoring activities, is identified in Exhibit B, Attachment J.
- 3.4 The CPM is not authorized to make any changes in the terms and conditions of this Contract and is not authorized to obligate the COUNTY in any way whatsoever beyond the terms of this Contract.

4.0 CONTRACTOR'S GENERAL RESPONSIBILITIES

- 4.1 As required in Part II, Section 1.0, Contractor's Administration, CONTRACTOR shall designate a CPD responsible for daily management of Contract operation and overseeing the work to be performed by CONTRACTOR as defined in this Statement of Work (SOW). The CPD is identified in Exhibit B, Attachment I.
- 4.2 The CPD shall be responsible for CONTRACTOR's day-to-day activities as related to this Contract and shall coordinate with CPM on a regular basis.
- 4.3 The CPD shall not schedule or conduct any meetings or negotiations under this Contract on behalf of the COUNTY or DCFS.

5.0 REPORTS AND RECORD KEEPING

- 5.1 CONTRACTOR shall provide COUNTY with a monthly service report for the previous month indicating the work and activities performed.
- 5.2 CONTRACTOR shall include in the monthly service report copies of any Corrective Action Plans (CAP) issued during the prior month and notes on any changes to internal processes, policies or procedures required to comply with any CAP.
- 5.3 CONTRACTOR shall submit the monthly service report within ten (10) business days from the end of the month being reported and in a format approved in advance by the CPM.

6.0 QUALITY ASSURANCE PLAN AND MONITORING

- 6.1 The CONTRACTOR shall establish and maintain a Quality Assurance Plan (QAP) to assure the requirements of the contract are met. A copy must be provided to the CPM by the contract start date and as changes occur. The original QAP and any revisions thereto shall include, but not be limited to, the following:
 - 6.1.1 Methods used to insure that the quality of service performed fully meets the performance requirements set forth in the SOW and Exhibit A-1b Performance Requirements Summary. CONTRACTOR shall include methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
 - 6.1.2 Methods for ensuring uninterrupted service to COUNTY in the event of a strike by CONTRACTOR's employees or any other potential disruption in service.
- 6.2 CONTRACTOR shall not utilize any employee or subcontractor whose work has been deemed deficient and unacceptable by the CPM.
- 6.3 The CPM, or other personnel authorized by the COUNTY, will monitor CONTRACTOR's performance under this contract using the quality assurance procedures specified in this SOW and Exhibit A-1b, Performance Requirements Summary. All monitoring will be conducted in accordance with Part II, COUNTY's QAP, of the Contract.

PART C - SERVICES DESCRIPTION

1.0 OUTCOME MEASURES

CONTRACTOR shall adhere to the measures established in Exhibit A-1b of this SOW.

2.0 SCOPE OF WORK

- 2.1 SafeMeasures Subscription - Contractor shall provide its SafeMeasures reporting subscription services to County. This includes updates, error corrections and modifications to SafeMeasures displays (updates) as such Updates become available.
 - 2.1.1 SafeMeasures
 - 2.1.1.1 SafeMeasures allows DCFS to monitor service delivery activity by navigating an extensive set of daily extracts and reports of sorted and categorized data presented in graph and chart format. These reports shall permit DCFS to estimate current

workload demand, plan more effective service interventions and monitor certain performance indicators established by state and federal regulatory requirements. SafeMeasures includes case level quality control displays which DCFS may employ to improve compliance with state and federal performance audits.

2.1.2 SDM and PMR Application Services and Support

2.1.2.1 SDM application - (Also known as "SDM Live" on DCFS's intranet). Contractor shall provide IT help desk support and maintenance.

2.1.2.2 PMR application. Contractor shall provide IT with help desk support, maintenance and real-time access to SDM System regarding reports of suspected child abuse. Since the PMR application has instant access to SDM System information, and the SDM System is directly linked to the state's CMS/CWS database, a Mandated Reporter may promptly complete an on-line Suspected Child Abuse Report through the PMR Application via DCFS' web • site. If any data is supplied by a third party, DCFS must first authorize any release to Contractor.

2.1.3 Analytical Reports

2.1.3.1 Contractor shall provide DCFS with an electronic version of one SDM Annual Management Report.

2.1.3.2 Contractor shall provide DCFS with three Specialized Reports per year, upon the SDM program manager or coordinator. Contractor shall prepare each report after discussion with DCFS to ensure the report meets DCFS' needs. Contractor shall also provide one internet presentation on any topic that is requested by DCFS to a group of Los Angeles County administrators, trainers, etc.

2.1.4 SDM Consulting and Technical Assistance (TA) Support Services

2.1.4.1 Consulting Services - Contractor shall provide consultation services via an annual on-site visit to work with DCFS management and executive staff in reviewing the implementation of the SDM; discuss issues that are identified in the annual management report, as well as design problem solving strategies to improve SDM practice in Los Angeles

County. This includes assisting management and executive staff in the reviewing of SDM annual management report, reading of foster care cases, addressing issues related to quality assurance and improving practice to formulate the effective ways for the use of SDM system. This on-site visit shall be scheduled shortly after the completion of the annual SDM Management Report and shall take between 2.5 to 3 days to allow for maximum use of NCCD's expertise. DCFS will pay Contractor for the consulting services according to the Budget/Pricing Schedule in Exhibit A-2g.

- 2.1.4.2 TA Assistance - Contractor will also provide off-site TA by responding to questions or inquiries received from DCFS staff via e-mails or phone calls. TA services include responding to unlimited phone calls and e-mails inquiries related to the SDM system. Examples of the TA services include: resetting of password, locating specific case information in the SDM system, and problems with the SDM system not updating timely or correctly. DCFS will pay Contractor for TA services according to the Budget/Pricing Schedule in Exhibit A-2g.

2.1.5 SDM System: Practice Improvement Activities

- 2.1.5.1 Initial SDM Re-Orientation Trainings – CONTRACTOR shall partner with DCFS to create curricula for a two-day “SDM Re-orientation” training: for Continuous Services and Dependency Investigations. This training will be delivered to DCFS first through a Training for Trainers (T for T) and then in nine demonstration trainings by Evident Change staff. CONTRACTOR shall also create one e-learning module for DCFS to help staff better understand how a high-fidelity SDM system implementation functions and how it could better support their work.

EXHIBIT A-1b PERFORMANCE REQUIREMENTS SUMMARY

	REQUIRED SERVICES	PERFORMANCE STANDARD	MONITORING METHOD	REMEDIES FOR NON COMPLIANCE WITH PERFORMANCE STANDARD
1.	Evident Change shall maintain the Police Mandated Reported application and provide daily SDM data extracts	100% access during business hours (from 6:00 A.M. to 8:00 P.M. Pacific Standard Time)	<p>CPM receives notices from the other DCFS end users and/or CPM periodically log into the system during business hours (from 6:00 A.M. to 8:00 P.M. Pacific Standard Time)</p> <p>CPM determines and submits to CONTRACTOR a User Compliant Report (UCR) for each verified incident of non-compliance.</p>	<p>CONTRACTOR shall submit within 24-hours from the receipt of the UCR a written Corrective Action Plan (CAP) to the county with an explanation of the problem and a plan for correcting the problem, subject to COUNTY approval.</p> <p>If CONTRACTOR is not in compliance with paragraphs 2.1.2 and 2.1.2.2 in the SOW and/or any other provision of the Contract, the COUNTY may impose a single deduction from CONTRACTOR's invoice in the amount of 3% of the Annual Maximum Contract Sum when the following occurs:</p> <p>For each UCR over two (2) submitted with any of the contract years that indicate that CONTRACTOR is not in compliance with paragraphs 2.1.2 and 2.1.2.2 in the SOW and/or any other provision of the contract; or</p> <p>Each CAP submitted by CONTRACTOR that does not meet with the COUNTY's approval.</p>

EXHIBIT A-1b PERFORMANCE REQUIREMENTS SUMMARY

	REQUIRED SERVICES	PERFORMANCE STANDARD	MONITORING METHOD	REMEDIES FOR NON COMPLIANCE WITH PERFORMANCE STANDARD
2.	Evident Change shall provide DCFS with reporting services by producing three Specialized Reports per year and an Annual SDM Management Report.	4 of 4 (or 100%) provision of the reports.	<p>The receipt of 3 written specialized reports and an annual SDM management report by CPM regarding DCFS requested topics of interest.</p> <p>CPM notifies and submits to CONTRACTOR a CAP for each report that is not received within 10 weeks from the request date.</p>	<p>CONTRACTOR shall submit a written CAP to the COUNTY with an explanation of the problem and a plan for correcting the problem, subject to COUNTY approval.</p> <p>If CONTRACTOR is not in compliance with paragraphs 2.1.3.1 and 2.1.3.2 in the SOW and/or any other provision of the Contract, the COUNTY may impose a single deduction from CONTRACTOR's invoice in the amount of 3% of the Annual Maximum Contract Sum when each CAP submitted by CONTRACTOR that does not meet with the COUNTY's approval.</p>

EXHIBIT A-1b PERFORMANCE REQUIREMENTS SUMMARY

	REQUIRED SERVICES	PERFORMANCE STANDARD	MONITORING METHOD	REMEDIES FOR NON COMPLIANCE WITH PERFORMANCE STANDARD
3.	Evident Change shall provide DCFS staff with consulting services and TA	<p>TA shall provide:</p> <p>Acknowledgement or confirmation within 24 hours from the time of the submission of service request.</p> <p>Status/resolution to the end users within 48 hours from the time of submission of service request.</p>	<p>Scheduling of annual visit, response to e-mail requests. CPM receives notices from other DCFS users.</p> <p>CPM receives results of any audit regarding CONTRACTOR compliance.</p> <p>CPM notifies and submits to CONTRACTOR a User Complaint Report (UCR) for each verified incident of non-compliance.</p>	<p>If two (2) UCRs are submitted within any of the contract years that indicate that CONTRACTOR is not in compliance with paragraphs 2.1.4.1 and 2.1.4.2 in the SOW and/or any other provision of the Contract, CONTRACTOR shall submit within 24- hours from the receipt of the UCR a written Corrective Action Plan (CAP) to the COUNTY with an explanation of the problem and a plan for correcting the problem, subject to COUNTY approval.</p> <p>The COUNTY may impose a single deduction from CONTRACTOR's invoice in the amount of 3% of the Annual Maximum Contract Sum when the following occurs:</p> <p>For each UCR over two (2) submitted within any of the contract years that indicate that CONTRACTOR is not in compliance with paragraphs 2.1.4.1 and 2.1.4.2 in the SOW and/or any other provision of the Contract; or</p> <p>Each CAP submitted by CONTRACTOR that does not meet with the COUNTY's approval.</p>

EXHIBIT A-1b PERFORMANCE REQUIREMENTS SUMMARY

	REQUIRED SERVICES	PERFORMANCE STANDARD	MONITORING METHOD	REMEDIES FOR NON COMPLIANCE WITH PERFORMANCE STANDARD
4.	CONTRACTOR shall comply with paragraphs 2.1.1, 2.1.2 and 2.1.4.2 in the SOW and all other provisions of the Contract	The SDM application will be available for staff use 24 hours per day, 7 days per week with the exception of brief maintenance outages. Notice of such outages shall be made via e-mail to key department managers at least 3 days in advance	<p>COUNTY monitors CONTRACTOR compliance with the Contract.</p> <p>CPM receives notices from other DCFS users.</p> <p>CPM receives results of any audit regarding CONTRACTOR compliance.</p> <p>CPM notifies and submits to CONTRACTOR a User Complaint Report (UCR) for each verified incident of non-compliance.</p>	<p>If two (2) UCRs are submitted within any of the contract years that indicate that CONTRACTOR is not in compliance with paragraphs 2.1.1, 2.1.2 and 2.1.4.2 in the SOW and/or any other provision of the Contract, CONTRACTOR shall submit within 24-hours from the receipt of the UCR a written Corrective Action Plan (CAP) to the COUNTY with an explanation of the problem and a plan for correcting the problem, subject to COUNTY approval.</p> <p>The COUNTY may Impose a single deduction from CONTRACTOR's invoice in the amount of 3% of the Annual Maximum Contract Sum when the following occurs:</p> <p>For each UCR over two (2) submitted within any of the contract years that indicate that CONTRACTOR is not in compliance with paragraphs 2.1.1, 2.1.2 and 2.1.4.2 in the SOW and/or any other provision of the Contract; or</p> <p>Each CAP submitted by CONTRACTOR that does not meet with the COUNTY's approval.</p>

EXHIBIT A-2g BUDGET/PRICING SCHEDULE

The pricing indicated in this Exhibit A-2g, Budget/Pricing Schedule, represents the Maximum Annual Contract Sum, and is inclusive of all costs necessary to support and maintain the use of SDM by the County. All support necessary to be provided by CONTRACTOR to maintain and successfully enable the COUNTY to use the SDM process and its application. CONTRACTOR and COUNTY agree that the amount stated herein is the Maximum Annual Contract Sum that the COUNTY will pay for successful delivery of the services described in this Contract. The amounts listed herein are maximum estimates and actual costs may be lower based on actual service rendered by CONTRACTOR and shall not be reimbursed for any increase in actual workload due to unforeseen circumstances, legislative actions, or any other contributing factor.

CONTRACTOR shall provide services and support for one year to DCFS for a total of \$215,622.56 for access to the Structured Decision Making CPS model, web applications, SafeMeasures quality assurance reporting service, and SDM Consulting and Technical Assistance Support. The Pricing Schedules of goods and services will be provided in the following four categories:

Pricing Schedule	
SafeMeasures Subscription Renewal Fee	
Cost for Year: 2022	
SafeMeasures Subscription Cost Per Month	\$ 9,631.88
TOTAL COST FOR THE YEAR	\$115,582.56

Note: Contractor shall bill DCFS on a monthly basis. A daily or hourly prorated cost will be applied for any day(s) or hours where SDM system services are not rendered.

Pricing Schedule SDM® Web-Based Application Support Cost for Year: 2022	
SDM® Web-Based Application Support Cost Per Month	\$950
TOTAL COST FOR THE YEAR	\$11,400

Note: Contractor shall bill DCFS on a monthly basis. A daily or hourly prorated cost will be applied for any day(s) or hours where SDM system services are not rendered.

Pricing Schedule SDM® Consulting and Technical Assistance (TA) Support Cost for Year: 2022	
SDM® Consulting and TA Support Services Cost Per Month	\$1,995
TOTAL COST FOR THE YEAR	\$23,940

Note: Contractor shall bill DCFS after the expenses have been incurred. A daily or hourly prorated cost will be applied if onsite visit takes less than 2.5 days to complete.

Pricing Schedule SDM® Analytical Reports Cost for Year: 2022	
Three (3) SDM® Specialized Reports	\$ 6,250 each
One SDM® Annual Management Report	\$18,750
TOTAL COST FOR THE YEAR	\$ 37,500

Note: Contractor shall bill DCFS upon completion of each SDM special or SDM Management report.

Pricing Schedule SDM System Practice Improvement Activities Cost for Year: 2022	
SDM Reorientation Training for CS/DI to include four two-day Demonstration Trainings and two-day Train the Trainers	\$\$ 27,200
TOTAL COST FOR THE YEAR	\$27,200

Note: CONTRACTOR Shall bill DCFS upon completion of each completion of each above activity

ANNUAL SUMMARY PRICING SCHEDULE

	Cost for Year: 2022	
1.	SafeMeasures Subscription Renewal Fee	\$115,582.56
2.	SDM Web-Base Application Hosting/Maintenance	\$11,400
3.	Additional On-Site and Technical Assistance Support	\$23,940
4.	SDM Management and Specialized Reports	\$37,500
5.	SDM System Practice Improvement Activities	\$27,200
	TOTAL	\$215,622.56

Research Associate	\$694	7	\$4,858	
Program Support	\$ \$684	5.5	\$3,762	
TOTAL BUDGET				\$23,940

*Rates include fringe benefits, other, and indirect costs.

Los Angeles County DCFS SDM® Management Reports 2022				
Personnel	Rate*	Days	Subtotal	Total
Senior Researcher	\$1,534	4	\$6,128	
Program Support	\$694	25	\$17,350	
Research Associate	\$684	20.5	\$14,022	
TOTAL BUDGET				\$37,500

*Rates include fringe benefits, other, and indirect cost.

**COUNTY OF LOS ANGELES - DEPARTMENT OF CHILDREN AND FAMILY SERVICES
CONTRACTS ADMINISTRATION DIVISION
FEDERAL AWARD INFORMATION (2CFR 200.332)
FISCAL YEAR 2021-2022**

Date of Notification: 08/13/2021 Subrecipient Name: Evident Change

Contract Number: 11-012-01 Federal Award Identification Number (FAIN): 2001CAFOST, 1901CAFOST

Federal Award Date: 02/01/19, 02/15/19, 04/11/19, 07/01/19, 10/03/19, 12/31/19, 01/03/20, 01/17/20, 03/31/20, 04/20/20

Subaward Period of Performance: 07/01/21 to 06/30/22 Subaward Budget Period: 07/01/21 to 06/30/22

Amount of Federal funds obligated by the pass-through entity: 25% of Federal Funds

Amount of Federal funds obligated to the Subrecipient by the pass-through entity include the current obligation:
25% of Federal Funds

Total Amount of Federal Award committed to the Subrecipient: 25% of Federal Funds

Federal Award Project description as required by FFATA:
This county administered, state supervised program provides foster care assistance and administrative costs to help provide safe and stable out-of-home care for children who have been abused, neglected, or exploited until they are safely returned home, placed permanently with adoptive families, or placed in other planned arrangements for permanency.

Name of Federal Awarding Agency: Administration for Children and Families (ACF) Agency's Assistance Listing Number: 93.658
(Formerly Catalog of Federal Domestic Assistance)

Please complete, sign the bottom portion, and return to:

Department of Children and Family Services - Contracts Administration Division

Attention: Diana Lee
425 Shatto Place, Room 400, Los Angeles, CA 90020

Agency's DUNS number: 078706876

Indirect Cost Rate letter: Yes ☐ No ☒

Acknowledgment: As pursuant to CFR Section 200.331(a)(1)(xii), this is to acknowledge that this Agency does not engage in any Research and Development under this contract.

Evident Change
Agency's Legal Name

Katherine H. Park
Agency's representative (Print Name)

Chief Executive Officer
Title

Angie Wolf
Agency's representative (Print Name)

Chief Program Officer
Title

Katherine H. Park Digitally signed by Katherine H. Park
Date: 2021.08.18 12:14:01 -05'00'
Signature

8/18/21
Date

Angie Wolf
Angie Wolf (Aug 19, 2021 14:00 PDT)
Signature

8/19/21
Date

SDM Federal Award Info Form

Final Audit Report


2021-08-19

Created:	2021-08-18
By:	Deb Paulus (dpaulus@nccdglobal.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAT76uoPqpBCdJWE5bcK2Cb4zV7vDrbWV/i


"SDM Federal Award Info Form" History

 Document digitally presigned by Katherine H. Park (dpaulus@nccdglobal.org)

2021-08-18 - 5:14:01 PM GMT- IP address: 137.27.82.66

 Document created by Deb Paulus (dpaulus@nccdglobal.org)

2021-08-18 - 5:18:20 PM GMT- IP address: 137.27.82.66

 Document emailed to Angie WOlF (awolf@evidentchange.org) for signature

2021-08-18 - 5:18:43 PM GMT

 Email viewed by Angie WOlF (awolf@evidentchange.org)

2021-08-19 - 8:59:25 PM GMT- IP address: 73.189.243.179

 Document e-signed by Angie WOlF (awolf@evidentchange.org)

Signature Date: 2021-08-19 - 9:00:00 PM GMT - Time Source: server- IP address: 73.189.243.179

 Agreement completed.

2021-08-19 - 9:00:00 PM GMT

ATTACHMENT S: INFORMATION SECURITY AND PRIVACY REQUIREMENTS

The County of Los Angeles ("County") is committed to safeguarding the Integrity of the County systems, Data, Information and protecting the privacy rights of the individuals that it serves. This Information Security and Privacy Requirements Exhibit ("Exhibit") sets forth the County and the Contractor's commitment and agreement to fulfill each of their obligations under applicable state or federal laws, rules, or regulations, as well as applicable industry standards concerning privacy, Data protections, Information Security, Confidentiality, Availability, and Integrity of such Information. The Information Security and privacy requirements and procedures in this Exhibit are to be established by the Contractor before the Effective Date of the Contract and maintained throughout the term of the Contract.

These requirements and procedures are a minimum standard and are in addition to the requirements of the underlying base agreement between the County and Contractor (the "Contract") and any other agreements between the parties. However, it is the Contractor's sole obligation to: (i) implement appropriate and reasonable measures to secure and protect its systems and all County Information against internal and external Threats and Risks; and (ii) continuously review and revise those measures to address ongoing Threats and Risks. Failure to comply with the minimum requirements and procedures set forth in this Exhibit will constitute a material, non-curable breach of Contract by the Contractor, entitling the County, in addition to the cumulative of all other remedies available to it at law, in equity, or under the Contract, to immediately terminate the Contract. To the extent there are conflicts between this Exhibit and the Contract, this Exhibit shall prevail unless stated otherwise.

1. DEFINITIONS

Unless otherwise defined in the Contract, the definitions herein contained are specific to the uses within this exhibit.

- a. **Availability:** the condition of Information being accessible and usable upon demand by an authorized entity (Workforce Member or process).
- b. **Confidentiality:** the condition that Information is not disclosed to system entities (users, processes, devices) unless they have been authorized to access the Information.
- c. **County Information:** all Data and Information belonging to the County.
- d. **Data:** a subset of Information comprised of qualitative or quantitative values.
- e. **Incident:** a suspected, attempted, successful, or imminent Threat of unauthorized electronic and/or physical access, use, disclosure, breach, modification, or destruction of information; interference with Information Technology operations; or significant violation of County policy.
- f. **Information:** any communication or representation of knowledge or understanding such as facts, Data, or opinions in any medium or form, including electronic, textual, numerical, graphic, cartographic, narrative, or audiovisual.
- g. **Information Security Policy:** high level statements of intention and direction of an organization used to create an organization's Information Security Program as formally expressed by its top management.

- h. **Information Security Program:** formalized and implemented Information Security Policies, standards and procedures that are documented describing the program management safeguards and common controls in place or those planned for meeting the County's information security requirements.
- i. **Information Technology:** any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of Data or Information.
- j. **Integrity:** the condition whereby Data or Information has not been improperly modified or destroyed and authenticity of the Data or Information can be ensured.
- k. **Mobile Device Management (MDM):** software that allows Information Technology administrators to control, secure, and enforce policies on smartphones, tablets, and other endpoints.
- l. **Privacy Policy:** high level statements of intention and direction of an organization used to create an organization's Privacy Program as formally expressed by its top management.
- m. **Privacy Program:** A formal document that provides an overview of an organization's privacy program, including a description of the structure of the privacy program, the resources dedicated to the privacy program, the role of the organization's privacy official and other staff, the strategic goals and objectives of the Privacy Program, and the program management controls and common controls in place or planned for meeting applicable privacy requirements and managing privacy risks.
- n. **Risk:** a measure of the extent to which the County is threatened by a potential circumstance or event, Risk is typically a function of: (i) the adverse impacts that would arise if the circumstance or event occurs; and (ii) the likelihood of occurrence.
- o. **Threat:** any circumstance or event with the potential to adversely impact County operations (including mission, functions, image, or reputation), organizational assets, individuals, or other organizations through an Information System via unauthorized access, destruction, disclosure, modification of Information, and/or denial of service.
- p. **Vulnerability:** a weakness in a system, application, network or process that is subject to exploitation or misuse.
- q. **Workforce Member:** employees, volunteers, and other persons whose conduct, in the performance of work for Los Angeles County, is under the direct control of Los Angeles County, whether or not they are paid by Los Angeles County. This includes, but may not be limited to, full and part time elected or appointed officials, employees, affiliates, associates, students, volunteers, and staff from third party entities who provide service to the County.

2. INFORMATION SECURITY AND PRIVACY PROGRAMS

- a. **Information Security Program.** The Contractor shall maintain a company-wide Information Security Program designed to evaluate Risks to the Confidentiality, Availability, and Integrity of the County Information covered under this Contract.

Contractor's Information Security Program shall include the creation and maintenance of Information Security Policies, standards, and procedures. Information Security Policies, standards, and procedures will be communicated to all Contractor employees in a relevant, accessible, and understandable form and will be regularly reviewed and evaluated to ensure operational effectiveness, compliance with all applicable laws and regulations, and addresses new and emerging Threats and Risks.

The Contractor shall exercise the same degree of care in safeguarding and protecting County Information that the Contractor exercises with respect to its own Information and Data, but in no event less than a reasonable degree of care. The Contractor will implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the Confidentiality, Integrity, and Availability of County Information.

The Contractor's Information Security Program shall:

- Protect the Confidentiality, Integrity, and Availability of County Information in the Contractor's possession or control;
- Protect against any anticipated Threats or hazards to the Confidentiality, Integrity, and Availability of County Information;
- Protect against unauthorized or unlawful access, use, disclosure, alteration, or destruction of County Information;
- Protect against accidental loss or destruction of, or damage to, County Information; and
- Safeguard County Information in compliance with any applicable laws and regulations which apply to the Contractor.

- b. **Privacy Program.** The Contractor shall establish and maintain a company-wide Privacy Program designed to incorporate Privacy Policies and practices in its business operations to provide safeguards for Information, including County Information. The Contractor's Privacy Program shall include the development of, and ongoing reviews and updates to Privacy Policies, guidelines, procedures and appropriate workforce privacy training within its organization. These Privacy Policies, guidelines, procedures, and appropriate training will be provided to all Contractor employees, agents, and volunteers. The Contractor's Privacy Policies, guidelines, and procedures shall be continuously reviewed and updated for effectiveness and compliance with applicable laws and regulations, and to appropriately respond to new and emerging Threats and Risks. The Contractor's Privacy Program shall perform ongoing monitoring and audits of operations to identify and mitigate privacy Threats.

The Contractor shall exercise the same degree of care in safeguarding the privacy of County Information that the Contractor exercises with respect to its own Information, but in no event less than a reasonable degree of care. The Contractor will implement, maintain, and use appropriate privacy practices and protocols to preserve the Confidentiality of County Information.

The Contractor's Privacy Program shall include:

- A Privacy Program framework that identifies and ensures that the Contractor complies with all applicable laws and regulations;
- External Privacy Policies, and internal privacy policies, procedures and controls to support the privacy program;
- Protections against unauthorized or unlawful access, use, disclosure, alteration, or destruction of County Information;
- A training program that covers Privacy Policies, protocols and awareness;
- A response plan to address privacy Incidents and privacy breaches; and
- Ongoing privacy assessments and audits.

3. PROPERTY RIGHTS TO COUNTY INFORMATION

All County Information is deemed property of the County, and the County shall retain exclusive rights and ownership thereto. County Information shall not be used by the Contractor for any purpose other than as required under this Contract, nor shall such or any part of such be disclosed, sold, assigned, leased, or otherwise disposed of, to third parties by the Contractor, or commercially exploited or otherwise used by, or on behalf of, the Contractor, its officers, directors, employees, or agents. The Contractor may assert no lien on or right to withhold from the County, any County Information it receives from, receives addressed to, or stores on behalf of, the County. Notwithstanding the foregoing, the Contractor may aggregate, compile, and use County Information in order to improve, develop or enhance the System Software and/or other services offered, or to be offered, by the Contractor, provided that (i) no County Information in such aggregated or compiled pool is identifiable as originating from, or can be traced back to the County, and (ii) such Data or Information cannot be associated or matched with the identity of an individual alone, or linkable to a specific individual. The Contractor specifically consents to the County's access to such County Information held, stored, or maintained on any and all devices Contactor owns, leases or possesses.

4. CONTRACTOR'S USE OF COUNTY INFORMATION

The Contractor may use County Information only as necessary to carry out its obligations under this Contract. The Contractor shall collect, maintain, or use County Information only for the purposes specified in the Contract and, in all cases, in compliance with all applicable local, state, and federal laws and regulations governing the collection, maintenance, transmission, dissemination, storage, use, and destruction of County Information, including, but not limited to, (i) any state and federal law governing the protection of personal Information, (ii) any state and federal security breach notification laws, and (iii) the rules, regulations and directives of the Federal Trade Commission, as amended from time to time.

5. SHARING COUNTY INFORMATION AND DATA

The Contractor shall not share, release, disclose, disseminate, make available, transfer, or otherwise communicate orally, in writing, or by electronic or other means, County Information to a third party for monetary or other valuable consideration.

6. CONFIDENTIALITY

- a. **Confidentiality of County Information.** The Contractor agrees that all County Information is Confidential and proprietary to the County regardless of whether such Information was disclosed intentionally or unintentionally, or marked as "confidential".
- b. **Disclosure of County Information.** The Contractor may disclose County Information only as necessary to carry out its obligations under this Contract, or as required by law, and is prohibited from using County Information for any other purpose without the prior express written approval of the County's contract administrator in consultation with the County's Chief Information Security Officer and/or Chief Privacy Officer. If required by a court of competent jurisdiction or an administrative body to disclose County Information, the Contractor shall notify the County's contract administrator immediately and prior to any such disclosure, to provide the County an opportunity to oppose or otherwise respond to such disclosure, unless prohibited by law from doing so.
- c. **Disclosure Restrictions of Non-Public Information.** While performing work under the Contract, the Contractor may encounter County Non-public Information ("NPI") in the course of performing this Contract, including, but not limited to, licensed technology, drawings,

schematics, manuals, sealed court records, and other materials described and/or identified as “Internal Use”, “Confidential” or “Restricted” as defined in [Board of Supervisors Policy 6.104 – Information Classification Policy](#) as NPI. The Contractor shall not disclose or publish any County NPI and material received or used in performance of this Contract. This obligation is perpetual.

- d. **Individual Requests.** The Contractor shall acknowledge any request or instructions from the County regarding the exercise of any individual’s privacy rights provided under applicable federal or state laws. The Contractor shall have in place appropriate policies and procedures to promptly respond to such requests and comply with any request or instructions from the County within seven (7) calendar days. If an individual makes a request directly to the Contractor involving County Information, the Contractor shall notify the County within five (5) calendar days and the County will coordinate an appropriate response, which may include instructing the Contractor to assist in fulfilling the request. Similarly, if the Contractor receives a privacy or security complaint from an individual regarding County Information, the Contractor shall notify the County as described in Section 14 SECURITY AND PRIVACY INCIDENTS, and the County will coordinate an appropriate response.
- e. **Retention of County Information.** The Contractor shall not retain any County Information for any period longer than necessary for the Contractor to fulfill its obligations under the Contract and applicable law, whichever is longest.

7. CONTRACTOR EMPLOYEES

The Contractor shall perform background and security investigation procedures in the manner prescribed in this section unless the Contract prescribes procedures for conducting background and security investigations and those procedures are no less stringent than the procedures described in this section.

To the extent permitted by applicable law, the Contractor shall screen and conduct background investigations on all Contractor employees and Subcontractors as appropriate to their role, with access to County Information for potential security Risks. Such background investigations must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review and conducted in accordance with the law, may include criminal and financial history to the extent permitted under the law, and will be repeated on a regular basis. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of the Contractor’s staff passes or fails the background investigation. The Contractor, in compliance with its legal obligations, shall conduct an individualized assessment of their employees, agents, and volunteers regarding the nature and gravity of a criminal offense or conduct; the time that has passed since a criminal offense or conduct and completion of the sentence; and the nature of the access to County Information to ensure that no individual accesses County Information whose past criminal conduct poses a risk or threat to County Information.

The Contractor shall require all employees, agents, and volunteers to abide by the requirements in this Exhibit, as set forth in the Contract, and sign an appropriate written Confidentiality/non-disclosure agreement with the Contractor.

The Contractor shall supply each of its employees with appropriate, annual training regarding Information Security procedures, Risks, and Threats. The Contractor agrees that training will cover, but may not be limited to the following topics:

- a) **Secure Authentication:** The importance of utilizing secure authentication, including proper management of authentication credentials (login name and password) and multi-factor authentication.
- b) **Social Engineering Attacks:** Identifying different forms of social engineering including, but not limited to, phishing, phone scams, and impersonation calls.
- c) **Handling of County Information:** The proper identification, storage, transfer, archiving, and destruction of County Information.
- d) **Causes of Unintentional Information Exposure:** Provide awareness of causes of unintentional exposure of Information such as lost mobile devices, emailing Information to inappropriate recipients, etc.
- e) **Identifying and Reporting Incidents:** Awareness of the most common indicators of an Incident and how such indicators should be reported within the organization.
- f) **Privacy:** The Contractor's Privacy Policies and procedures as described in Section 2b. Privacy Program.

The Contractor shall have an established set of procedures to ensure the Contractor's employees promptly report actual and/or suspected breaches of security.

8. SUBCONTRACTORS AND THIRD PARTIES

The County acknowledges that in the course of performing its services, the Contractor may desire or require the use of goods, services, and/or assistance of Subcontractors or other third parties or suppliers. The terms of this Exhibit shall also apply to all Subcontractors and third parties. The Contractor or third party shall be subject to the following terms and conditions: (i) each Subcontractor and third party must agree in writing to comply with and be bound by the applicable terms and conditions of this Exhibit, both for itself and to enable the Contractor to be and remain in compliance with its obligations hereunder, including those provisions relating to Confidentiality, Integrity, Availability, disclosures, security, and such other terms and conditions as may be reasonably necessary to effectuate the Contract including this Exhibit; and (ii) the Contractor shall be and remain fully liable for the acts and omissions of each Subcontractor and third party, and fully responsible for the due and proper performance of all Contractor obligations under this Contract.

The Contractor shall obtain advanced approval from the County's Chief Information Security Officer and/or Chief Privacy Officer prior to subcontracting services subject to this Exhibit.

9. STORAGE AND TRANSMISSION OF COUNTY INFORMATION

All County Information shall be rendered unusable, unreadable, or indecipherable to unauthorized individuals. Without limiting the generality of the foregoing, the Contractor will encrypt all workstations, portable devices (such as mobile, wearables, tablets,) and removable media (such as portable or removable hard disks, floppy disks, USB memory drives, CDs, DVDs, magnetic tape, and all other removable storage media) that store County Information in accordance with Federal Information Processing Standard (FIPS) 140-2 or otherwise approved by the County's Chief Information Security Officer.

The Contractor will encrypt County Information transmitted on networks outside of the Contractor's control with Transport Layer Security (TLS) or Internet Protocol Security (IPSec), at a minimum cipher strength of 128 bit or an equivalent secure transmission protocol or method approved by County's Chief Information Security Officer.

In addition, the Contractor shall not store County Information in the cloud or in any other online storage provider without written authorization from the County's Chief Information Security Officer. All mobile devices storing County Information shall be managed by a Mobile Device Management system. Such system must provide provisions to enforce a password/passcode on enrolled mobile devices. All workstations/Personal Computers (including laptops, 2-in-1s, and tablets) will maintain the latest operating system security patches, and the latest virus definitions. Virus scans must be performed at least monthly. Request for less frequent scanning must be approved in writing by the County's Chief Information Security Officer.

10. RETURN OR DESTRUCTION OF COUNTY INFORMATION

The Contractor shall return or destroy County Information in the manner prescribed in this section unless the Contract prescribes procedures for returning or destroying County Information and those procedures are no less stringent than the procedures described in this section.

- a. **Return or Destruction.** Upon County's written request, or upon expiration or termination of this Contract for any reason, Contractor shall (i) promptly return or destroy, at the County's option, all originals and copies of all documents and materials it has received containing County Information; or (ii) if return or destruction is not permissible under applicable law, continue to protect such Information in accordance with the terms of this Contract; and (iii) deliver or destroy, at the County's option, all originals and copies of all summaries, records, descriptions, modifications, negatives, drawings, adoptions and other documents or materials, whether in writing or in machine-readable form, prepared by the Contractor, prepared under its direction, or at its request, from the documents and materials referred to in Subsection (i) of this Section. For all documents or materials referred to in Subsections (i) and (ii) of this Section that the County requests be returned to the County, the Contractor shall provide a written attestation on company letterhead certifying that all documents and materials have been delivered to the County. For documents or materials referred to in Subsections (i) and (ii) of this Section that the County requests be destroyed, the Contractor shall provide an attestation on company letterhead and certified documentation from a media destruction firm consistent with subdivision b of this Section. Upon termination or expiration of the Contract or at any time upon the County's request, the Contractor shall return all hardware, if any, provided by the County to the Contractor. The hardware should be physically sealed and returned via a bonded courier, or as otherwise directed by the County.
- b. **Method of Destruction.** The Contractor shall destroy all originals and copies by (i) cross-cut shredding paper, film, or other hard copy media so that the Information cannot be read or otherwise reconstructed; and (ii) purging, or destroying electronic media containing County Information consistent with NIST Special Publication 800-88, "Guidelines for Media Sanitization" such that the County Information cannot be retrieved. The Contractor will provide an attestation on company letterhead and certified documentation from a media destruction firm, detailing the destruction method used and the County Information involved, the date of destruction, and the company or individual who performed the destruction. Such statement will be sent to the designated County contract manager within ten (10) days of termination or expiration of the Contract or at any time upon the County's request. On termination or expiration of this Contract, the County will return or destroy all Contractor's Information marked as confidential (excluding items licensed to the County hereunder, or that provided to the County by the Contractor hereunder), at the County's option.

11. PHYSICAL AND ENVIRONMENTAL SECURITY

All Contractor facilities that process County Information will be located in secure areas and protected by perimeter security such as barrier access controls (e.g., the use of guards and entry badges) that provide a physically secure environment from unauthorized access, damage, and interference.

All Contractor facilities that process County Information will be maintained with physical and environmental controls (temperature and humidity) that meet or exceed hardware manufacturer's specifications.

12. OPERATIONAL MANAGEMENT, BUSINESS CONTINUITY, AND DISASTER RECOVERY

The Contractor shall: (i) monitor and manage all of its Information processing facilities, including, without limitation, implementing operational procedures, change management, and Incident response procedures consistent with Section 14 SECURITY AND PRIVACY INCIDENTS; and (ii) deploy adequate anti-malware software and adequate back-up systems to ensure essential business Information can be promptly recovered in the event of a disaster or media failure; and (iii) ensure its operating procedures are adequately documented and designed to protect Information and computer media from theft and unauthorized access.

The Contractor must have business continuity and disaster recovery plans. These plans must include a geographically separate back-up data center and a formal framework by which an unplanned event will be managed to minimize the loss of County Information and services. The formal framework includes a defined back-up policy and associated procedures, including documented policies and procedures designed to: (i) perform back-up of data to a remote back-up data center in a scheduled and timely manner; (ii) provide effective controls to safeguard backed-up data; (iii) securely transfer County Information to and from back-up location; (iv) fully restore applications and operating systems; and (v) demonstrate periodic testing of restoration from back-up location. If the Contractor makes backups to removable media (as described in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION), all such backups shall be encrypted in compliance with the encryption requirements noted above in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION.

13. ACCESS CONTROL

Subject to and without limiting the requirements under Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION, County Information (i) may only be made available and accessible to those parties explicitly authorized under the Contract or otherwise expressly approved by the County Project Director or Project Manager in writing; and (ii) if transferred using removable media (as described in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION) must be sent via a bonded courier and protected using encryption technology designated by the Contractor and approved by the County's Chief Information Security Officer in writing. The foregoing requirements shall apply to back-up media stored by the Contractor at off-site facilities.

The Contractor shall implement formal procedures to control access to County systems, services, and/or Information, including, but not limited to, user account management procedures and the following controls:

- a. Network access to both internal and external networked services shall be controlled, including, but not limited to, the use of industry standard and properly configured firewalls;

- b. Operating systems will be used to enforce access controls to computer resources including, but not limited to, multi-factor authentication, use of virtual private networks (VPN), authorization, and event logging;
- c. The Contractor will conduct regular, no less often than semi-annually, user access reviews to ensure that unnecessary and/or unused access to County Information is removed in a timely manner;
- d. Applications will include access control to limit user access to County Information and application system functions;
- e. All systems will be monitored to detect deviation from access control policies and identify suspicious activity. The Contractor shall record, review and act upon all events in accordance with Incident response policies set forth in Section 14 SECURITY AND PRIVACY INCIDENTS; and
- f. In the event any hardware, storage media, or removable media (as described in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION) must be disposed of or sent off-site for servicing, the Contractor shall ensure all County Information, has been eradicated from such hardware and/or media using industry best practices as discussed in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION.

14. SECURITY AND PRIVACY INCIDENTS

In the event of a Security or Privacy Incident, the Contractor shall:

- a. Promptly notify the County's Chief Information Security Officer, County's Chief Privacy Officer, and the DCFS Information Security Officer of any Incidents involving County Information, within twenty-four (24) hours of detection of the Incident. All notifications shall be submitted via encrypted email and telephone.

County Chief Information Security Officer and Chief Privacy Officer email

CISO-CPO_Notify@lacounty.gov

Chief Information Security Officer:

Jeff Aguilar
Acting Chief Information Security Officer
320 W Temple, 7th Floor
Los Angeles, CA 90012
(213) 253-5659

Chief Privacy Officer:

Lillian Russell
Chief Privacy Officer
320 W Temple, 7th Floor
Los Angeles, CA 90012
(213) 351-5363

DCFS Information Security Officer:

Allan Ohanian, M.S CyberSec., MBA
Information Security Officer
Office: (562) 345-6606
Cell: (323) 627-9855
Email address: AOhanian@dcfs.lacounty.gov;
DCFSSecurity@dcfs.lacounty.gov

- b. Include the following Information in all notices:
 - i. The date and time of discovery of the Incident,
 - ii. The approximate date and time of the Incident,
 - iii. A description of the type of County Information involved in the reported Incident, and
 - iv. A summary of the relevant facts, including a description of measures being taken to respond to and remediate the Incident, and any planned corrective actions as they are identified.
 - v. The name and contact information for the organizations official representative(s), with relevant business and technical information relating to the incident.
- c. Cooperate with the County to investigate the Incident and seek to identify the specific County Information involved in the Incident upon the County's written request, without charge, unless the Incident was caused by the acts or omissions of the County. As Information about the Incident is collected or otherwise becomes available to the Contractor, and unless prohibited by law, the Contractor shall provide Information regarding the nature and consequences of the Incident that are reasonably requested by the County to allow the County to notify affected individuals, government agencies, and/or credit bureaus.
- d. Immediately initiate the appropriate portions of their Business Continuity and/or Disaster Recovery plans in the event of an Incident causing an interference with Information Technology operations.
- e. Assist and cooperate with forensic investigators, the County, law firms, and and/or law enforcement agencies at the direction of the County to help determine the nature, extent, and source of any Incident, and reasonably assist and cooperate with the County on any additional disclosures that the County is required to make as a result of the Incident.
- f. Allow the County or its third-party designee at the County's election to perform audits and tests of the Contractor's environment that may include, but are not limited to, interviews of relevant employees, review of documentation, or technical inspection of systems, as they relate to the receipt, maintenance, use, retention, and authorized destruction of County Information.

Notwithstanding any other provisions in this Contract and Exhibit, The Contractor shall be (i) liable for all damages and fines, (ii) responsible for all corrective action, and (iii) responsible for all notifications arising from an Incident involving County Information caused by the Contractor's weaknesses, negligence, errors, or lack of Information Security or privacy controls or provisions.

15. NON-EXCLUSIVE EQUITABLE REMEDY

The Contractor acknowledges and agrees that due to the unique nature of County Information there can be no adequate remedy at law for any breach of its obligations hereunder, that any such breach may result in irreparable harm to the County, and therefore, that upon any such breach, the County will be entitled to appropriate equitable remedies, and may seek injunctive relief from a court of competent jurisdiction without the necessity of proving actual loss, in addition to whatever remedies are available within law or equity. Any breach of Section 6 CONFIDENTIALITY shall constitute a material breach of this Contract and be grounds for immediate termination of this Contract in the exclusive discretion of the County.

16. AUDIT AND INSPECTION

- a. **Self-Audits.** The Contractor shall periodically conduct audits, assessments, testing of the system of controls, and testing of Information Security and privacy procedures, including penetration testing, intrusion detection, and firewall configuration reviews. These periodic audits will be conducted by staff certified to perform the specific audit in question at Contractor's sole cost and expense through either (i) an internal independent audit function, (ii) a nationally recognized, external, independent auditor, or (iii) another independent auditor approved by the County.

The Contractor shall have a process for correcting control deficiencies that have been identified in the periodic audit, including follow up documentation providing evidence of such corrections. The Contractor shall provide the audit results and any corrective action documentation to the County promptly upon its completion at the County's request. With respect to any other report, certification, or audit or test results prepared or received by the Contractor that contains any County Information, the Contractor shall promptly provide the County with copies of the same upon the County's reasonable request, including identification of any failure or exception in the Contractor's Information systems, products, and services, and the corresponding steps taken by the Contractor to mitigate such failure or exception. Any reports and related materials provided to the County pursuant to this Section shall be provided at no additional charge to the County.

- b. **County Requested Audits.** At its own expense, the County, or an independent third-party auditor commissioned by the County, shall have the right to audit the Contractor's infrastructure, security and privacy practices, Data center, services and/or systems storing or processing County Information via an onsite inspection at least once a year. Upon the County's request the Contractor shall complete a questionnaire regarding Contractor's Information Security and/or program. The County shall pay for the County requested audit unless the auditor finds that the Contractor has materially breached this Exhibit, in which case the Contractor shall bear all costs of the audit; and if the audit reveals material non-compliance with this Exhibit, the County may exercise its termination rights underneath the Contract.

Such audit shall be conducted during the Contractor's normal business hours with reasonable advance notice, in a manner that does not materially disrupt or otherwise unreasonably and adversely affect the Contractor's normal business operations. The County's request for the audit will specify the scope and areas (e.g., Administrative, Physical, and Technical) that are subject to the audit and may include, but are not limited to physical controls inspection, process reviews, policy reviews, evidence of external and internal Vulnerability scans, penetration test results, evidence of code reviews, and evidence of system configuration and audit log reviews. It is understood that the results may be filtered to remove the specific Information of other Contractor customers such as IP address, server names, etc. The Contractor shall cooperate with the County in the development of the scope and methodology for the audit, and the timing and implementation of the audit. This right of access shall extend to any regulators with oversight of the County. The Contractor agrees to comply with all reasonable recommendations that result from such inspections, tests, and audits within reasonable timeframes.

When not prohibited by regulation, the Contractor will provide to the County a summary of: (i) the results of any security audits, security reviews, or other relevant audits, conducted by the Contractor or a third party; and (ii) corrective actions or modifications, if any, the Contractor will implement in response to such audits.

17. CYBER LIABILITY INSURANCE

The Contractor shall secure and maintain cyber liability insurance coverage in the manner prescribed in this section unless the Contract prescribes cyber liability insurance coverage provisions and those provisions are no less stringent than those described in this section.

The Contractor shall secure and maintain cyber liability insurance coverage with limits of at least **\$ 5 million** per occurrence and in the aggregate during the term of the Contract, including coverage for: network security liability; privacy liability; privacy regulatory proceeding defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of County Information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and Data/Information loss and business interruption; any other liability or risk that arises out of the Contract. The Contractor shall add the County as an additional insured to its cyber liability insurance policy and provide to the County certificates of insurance evidencing the foregoing upon the County's request. The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, shall not be construed as a limitation upon the Contractor's liability or as full performance of its indemnification obligations hereunder. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

18. PRIVACY AND SECURITY INDEMNIFICATION

In addition to the indemnification provisions in the Contract, the Contractor agrees to indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, agents, employees, and volunteers from and against any and all claims, demands liabilities, damages, judgments, awards, losses, costs, expenses or fees including reasonable attorneys' fees, accounting and other expert, consulting or professional fees, and amounts paid in any settlement arising from, connected with, or relating to:

- The Contractor's violation of any federal and state laws in connection with its accessing, collecting, processing, storing, disclosing, or otherwise using County Information;
- The Contractor's failure to perform or comply with any terms and conditions of this Contract or related agreements with the County; and/or,
- Any Information loss, breach of Confidentiality, or Incident involving any County Information that occurs on the Contractor's systems or networks (including all costs and expenses incurred by the County to remedy the effects of such loss, breach of Confidentiality, or Incident, which may include (i) providing appropriate notice to individuals and governmental authorities, (ii) responding to individuals' and governmental authorities' inquiries, (iii) providing credit monitoring to individuals, and (iv) conducting litigation and settlements with individuals and governmental authorities).

Notwithstanding the preceding sentences, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

ADDENDUM A: SOFTWARE AS A SERVICE (SaaS)

- a. **License:** Subject to the terms and conditions set forth in this Contract, including payment of the license fees by to the Contractor, the Contractor hereby grants to County a non-exclusive, non-transferable worldwide County license to use the SaaS, as well as any documentation and training materials, during the term of this Contract to enable the County to use the full benefits of the SaaS and achieve the purposes stated herein.
- b. **Business Continuity:** In the event that the Contractor's infrastructure containing or processing County Information becomes lost, altered, damaged, interrupted, destroyed, or otherwise limited in functionality in a way that affects the County's use of the SaaS, The Contractor shall immediately and within twenty-four (24) hours implement the Contractor's Business Continuity Plan, consistent with Section 12 OPERATIONAL MANAGEMENT, BUSINESS CONTINUITY, AND DISASTER RECOVERY, such that the Contractor can continue to provide full functionality of the SaaS as described in the Contract.

The Contractor will indemnify the County for any claims, losses, or damages arising out of the County's inability to use the SaaS consistent with the Contract and Section 18 PRIVACY AND SECURITY INDEMNIFICATION.

The Contractor shall include in its Business Continuity Plan service offering, a means for segmenting and distributing IT infrastructure, disaster recovery and mirrored critical system, among any other measures reasonably necessary to ensure business continuity and provision of the SaaS.

In the event that the SaaS is interrupted, the County Information may be accessed and retrieved within two (2) hours at any point in time. To the extent the Contractor hosts County Information related to the SaaS, the Contractor shall create daily backups of all County Information related to the County's use of the SaaS in a segmented or off-site "hardened" environment in a manner that ensures backups are secure consistent with cybersecurity requirements described in this Contract and available when needed.

- c. **Enhancements:** Upgrades, replacements and new versions: The Contractor agrees to provide to County, at no cost, prior to, and during installation and implementation of the SaaS any software/firmware enhancements, upgrades, and replacements which the Contractor initiates or generates that are within the scope of the SaaS and that are made available at no charge to the Contractor's other customers.

During the term of this Contract, the Contractor shall promptly notify the County of any available updates, enhancements or newer versions of the SaaS and within thirty (30) Days update or provide the new version to the County. The Contractor shall provide any accompanying documentation in the form of new or revised documentation necessary to enable the County to understand and use the enhanced, updated, or replaced SaaS.

During the Contract term, the Contractor shall not delete or disable a feature or functionality of the SaaS unless the Contractor provides sixty (60) Days advance notice and the County provides written consent to delete or disable the feature or functionality. Should there be a replacement feature or functionality, the County shall have the sole discretion whether to accept such replacement. The replacement shall be at no additional cost to the County. If the Contractor fails to abide by the obligations in this section, the County reserves the right to terminate the Contract for material breach and receive a pro-rated refund.

- d. **Location of County Information:** The Contractor warrants and represents that it shall store and process County Information only in the continental United States and that at no time will County Data traverse the borders of the continental United States in an unencrypted manner.

- e. **Audit and Certification:** The Contractor agrees to conduct an annual System and Organization Controls (SOC 2 type II) audit or equivalent (i.e. The International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) 27001:2013 certification audit or Health Information Trust Alliance (HITRUST) Common Security Framework certification audit) of its internal controls for security, availability, integrity, confidentiality, and privacy. The Contractor shall have a process for correcting control deficiencies that have been identified in the audit, including follow up documentation providing evidence of such corrections. The results of the audit and the Contractor's plan for addressing or resolving the audit findings shall be shared with County's Chief Information Security Officer within ten (10) business days of the Contractor's receipt of the audit results. The Contractor agrees to provide County with the current audit certifications upon request.
- f. **Services Provided by a Subcontractor:** Prior to the use of any Subcontractor for the SaaS under this Contract, the Contractor shall notify County of the proposed subcontractor(s) and the purposes for which they may be engaged at least thirty (30) Days prior to engaging the Subcontractor and obtain written consent of the County's Contract Administrator.
- g. **Information Import Requirements at Termination:** Within one (1) Day of notification of termination of this Contract, the Contractor shall provide County with a complete, portable, and secure copy of all County Information, including all schema and transformation definitions and/or delimited text files with documented, detailed schema definitions along with attachments in a format to be determined by County upon termination.
- h. **Termination Assistance Services:** During the ninety (90) Day period prior to, and/or following the expiration or termination of this Contract, in whole or in part, the Contractor agrees to provide reasonable termination assistance services at no additional cost to County, which may include:
 - i. Developing a plan for the orderly transition of the terminated or expired SaaS from the Contractor to a successor;
 - ii. Providing reasonable training to County staff or a successor in the performance of the SaaS being performed by the Contractor;
 - iii. Using its best efforts to assist and make available to the County any third-party services then being used by the Contractor in connection with the SaaS; and
 - iv. Such other activities upon which the Parties may reasonably agree.

ADDENDUM B: CONTRACTOR HARDWARE CONNECTING TO COUNTY SYSTEMS

Notwithstanding any other provisions in this Contract, the Contractor shall ensure the following provisions and security controls are established for any and all Systems or Hardware provided under this contract.

- a. **Inventory:** The Contractor must actively manage, including through inventory, tracking, loss prevention, replacement, updating, and correcting, all hardware devices covered under this Contract. The Contractor must be able to provide such management records to the County at inception of the contract and upon request.
- b. **Access Control:** The Contractor agrees to manage access to all Systems or Hardware covered under this contract. This includes industry-standard management of administrative privileges including, but not limited to, maintaining an inventory of administrative privileges, changing default passwords, use of unique passwords for each individual accessing Systems or Hardware under this Contract, and minimizing the number of individuals with administrative privileges to those strictly necessary. Prior to effective date of this Contract, the Contractor must document their access control plan for Systems or Hardware covered under this Contract and provide such plan to the Department Information Security Officer (DISO) who will consult with the County's Chief Information Security Officer (CISO) for review and approval. The Contractor must modify and/or implement such plan as directed by the DISO and CISO.
- c. **Operating System and Equipment Hygiene:** The Contractor agrees to ensure that Systems or Hardware will be kept up to date, using only the most recent and supported operating systems, applications, and programs, including any patching or other solutions for vulnerabilities, within ninety (90) Days of the release of such updates, upgrades, or patches. The Contractor agrees to ensure that the operating system is configured to eliminate any unnecessary applications, services and programs. If for some reason the Contractor cannot do so within ninety (90) Days, the Contractor must provide a Risk assessment to the County's Chief Information Security Officer (CISO).
- d. **Vulnerability Management:** The Contractor agrees to continuously acquire, assess, and take action to identify and remediate vulnerabilities within the Systems and Hardware covered under this Contract. If such vulnerabilities cannot be addressed, The Contractor must provide a Risk assessment to the Department Information Security Officer (DISO) who will consult with the County's Chief Information Security Officer (CISO). The County's CISO must approve the Risk acceptance and the Contractor accepts liability for Risks that result to the County for exploitation of any un-remediated vulnerabilities.
- e. **Media Encryption:** Throughout the duration of this Contract, the Contractor will encrypt all workstations, portable devices (e.g., mobile, wearables, tablets,) and removable media (e.g., portable or removable hard disks, floppy disks, USB memory drives, CDs, DVDs, magnetic tape, and all other removable storage media) associated with Systems and Hardware provided under this Contract in accordance with Federal Information Processing Standard (FIPS) 140-2 or otherwise required or approved by the County's Chief Information Security Officer (CISO).
- f. **Malware Protection:** The Contractor will provide and maintain industry-standard endpoint antivirus and antimalware protection on all Systems and Hardware as approved or required by the Department Information Security Officer (DISO) who will consult with the County's Chief Information Security Officer (CISO) to ensure provided hardware is free, and remains free of malware. The Contractor agrees to provide the County documentation proving malware protection status upon request.

ADDENDUM C: APPLICATION SOURCE CODE REPOSITORY

The Contractor shall manage the source code in the manner prescribed in this Addendum unless the Contract prescribes procedures for managing the source code and those procedures are no less stringent than the procedures described in this addendum.

- a. **County Application Source Code.** To facilitate the centralized management, reporting, collaboration, and continuity of access to the most current production version of application source code, all code, artifacts, and deliverables produced under this Contract, (hereinafter referred to as “County Source Code”) shall be version controlled, stored, and delivered on a single industry-standard private Git repository, provided, managed, and supported by the County. Upon commencement of the contract period, the Contractor will be granted access to the County’s private Git repository.
- b. **Git Repository.** The Contractor will use the County Git repository during the entire lifecycle of the project from inception to final delivery. The Contractor will create and document design documents, Data flow diagrams, security diagrams, configuration settings, software or hardware requirements and specifications, attribution to third-party code, libraries and all dependencies, and any other documentation related to all County Source Code and corresponding version-controlled documentation within the Git repository. This documentation must include an Installation Guide and a User Guide for the final delivered source code such that County may download, install, and make full functional use of the delivered code as specified and intended.



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

BOBBY D. CAGLE
Director

GINGER PRYOR
Chief Deputy Director

Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

August 6, 2021

To: Supervisor Hilda L. Solis, Chair
Supervisor Holly J. Mitchell
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Bobby D. Cagle
Director

**NOTICE OF INTENT TO AMEND THE SAFEMEASURES® SUBSCRIPTION AND
STRUCTURED DECISION MAKING SUPPORT SERVICES CONTRACT WITH EVIDENT
CHANGE**

This is to notify the Board that the Department of Children and Family Services (DCFS) intends to execute a contract amendment to the current SafeMeasures® subscription and Structured Decision Making® (SDM) support services contract number 11-012-04 with Evident Change; formally known as National Council on Crime and Delinquency. The contract amendment will update the Statement of Work and decrease the annual contract amount by approximately 28 percent. The decrease is due to the completion of Advanced SDM Supervisor and Leadership Trainings; five of the nine Initial SDM Continuing Services/Dependency Investigation Reorientation trainings; and the curriculum development for both of these trainings. Evident Change will continue to provide information technology help desk support; an electronic version of one SDM Annual Management report and three specialized reports; consultation services; and off-site technical assistance, as well as partner with DCFS to complete the "SDM Reorientation" training, which started in calendar year 2021.

The annual contract amount for calendar year 2022 will be decreased by \$87,112.44, from \$302,735.00 to \$215,622.56. This amendment will be financed using 25 percent federal funds, and 75 percent local funds.

In accordance with the Board of Supervisor's Policy 5.100, County departments must provide advance written notice and justification to the Board for amendments to existing contracts when the departments do not have delegated authority to amend such amendment.

"To Enrich Lives Through Effective and Caring Service"

BACKGROUND

Evident Change is the State approved vendor and sole proprietor of SafeMeasures® and SDM services. The SafeMeasures® subscription renewal continues to provide the County of Los Angeles access to a valuable online reporting service. There is no other data reporting system with similar capabilities and features that incorporates Child Welfare Services/Case Management System (CWS/CMS) data, Child and Family Services Review (CFSR) measures, and SDM data, including specialized referral alerts.

JUSTIFICATION

The SDM application is a collection of research-based and actuarial tools designed to enhance decision-making at key points during the life of a case for case-specific evaluation and assessment. These contracted services are required to maintain SDM fidelity to continue the review of the implementation of the SDM application, discuss issues that are identified in the annual SDM report and design problem-solving strategies to improve SDM practice in the County. In addition, these services will aid the development of training and coaching needs designed to help DCFS staff and leadership to better use, understand and receive the most value from the SDM system.

NOTIFICATION TIMELINE

Consistent with the procedures of Board Policy 5.100, we are informing the Board of our intent to proceed with filing a Board letter in the near future.

If you have any questions or need additional information, please call me or your staff may contact Aldo Marin, Board Liaison, at (213) 351-5530 or marina@dcfs.lacounty.gov.

BDC:GP:CMM

KDR:LTi:EO:js

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

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	11/3/2021	
BOARD MEETING	11/16/2021	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	ISD Environmental & Energy Services, Environmental Initiatives Division	
SUBJECT	Acceptance of CEC Phase II EV Ready Communities Grant Funds	
PROGRAM	County of Los Angeles Electric Vehicle (EV) Ready Disadvantaged Communities Program	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A	
DEADLINES/ TIME CONSTRAINTS	We expect to receive an executed contract from the CEC by 11/30/21. The following deadline is to attend the CEC Program Kickoff Meeting on 12/15/21, therefore we are requesting Board Acceptance of Funds by 11/16/21 to meet these deadlines.	
COST & FUNDING	Total cost: \$2,500,000 (CEC Reimbursable Share)	Funding source: Grant
	TERMS (if applicable): Acceptance of this Grant does not commit the County to provide ongoing services.	
	Explanation: This will be funded by the Grant resulting in no net County cost (NCC)	
PURPOSE OF REQUEST	Request your Board to accept a one-time grant award from the California Energy Commission (CEC) in the total amount of \$2,500,000 for the Electric Vehicle (EV) Ready Communities Challenge Phase II Blueprint Implementation grant, and approve an appropriation adjustment in the Utilities Budget. Because of the timing with the budget cycle, the FY 2021-22 Utilities Budget did not include the appropriation and funding to implement the components under the Electric Vehicle Ready Communities Challenge Phase II Blueprint Implementation grant. As a result, an appropriation adjustment of \$2,500,000 is needed to hire consultants to provide the technical services for the programs under this Grant.	
BACKGROUND (include internal/external issues that may exist)	On August 12, 2020, the California Energy Commission released a grant solicitation and application package. On September 15, 2020, ISD submitted a Proposal, which was approved for funding by the CEC on September 13, 2021.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Minh S. Le, General Manager, 323.267.2006, MSLe@isd.lacounty.gov Lujana Medina, Section Manager, 323.881.3971, LMedina@isd.lacounty.gov Sheena Tran, Program Manager, 562.413.1808, STran2@isd.lacounty.gov 	



SELWYN HOLLINS
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

"Trusted Partner and Provider of Choice"

November 16, 2021

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

Dear Supervisors:

**ACCEPT A ONE-TIME GRANT AWARD FROM THE CALIFORNIA ENERGY
COMMISSION FOR THE ELECTRIC VEHICLE READY COMMUNITIES
CHALLENGE PHASE II – BLUEPRINT IMPLEMENTATION GRANT AND
APPROVE AN APPROPRIATION ADJUSTMENT FOR FY 2021-22
(4-VOTES)**

SUBJECT

Request your Board to accept a one-time grant award from the California Energy Commission (CEC) in the total amount of \$2,500,000 for the Electric Vehicle (EV) Ready Communities Challenge Phase II Blueprint Implementation grant, and approve an appropriation adjustment in the Utilities Budget.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept the EV Ready Communities Challenge Phase II Blueprint Implementation award in the total amount of \$2,500,000 from the California Energy Commission (Grant).
2. Delegate authority to the Director of Internal Services Department (ISD), or his designee, to execute an agreement with the California Energy Commission to accept the Grant, subject to the approval of County Counsel as to form.
3. Delegate authority to the Director of ISD, or his designee, to execute other documents, agreements, sub-recipient agreements or contracts associated

for the acceptance and use of this Grant, subject to the approval of County Counsel as to form.

4. Approve a Fiscal Year (FY) 2021-22 appropriation adjustment of \$2,500,000 in the Utilities Budget to implement the EV Ready Communities Challenge Phase II Blueprint Implementation (Attachment 1).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow ISD to formally accept the EV Ready Communities Challenge Phase II Blueprint Implementation grant from the California Energy Commission and begin implementation of a comprehensive solution to support disadvantaged communities (DACs) in the County of Los Angeles by creating an EV-ready region. This competitive grant solicitation funds implementation projects developed and identified in Phase I of the Blueprint Development of the EV Ready Communities Challenge.

The County's Phase II implementation, informed by Phase I outcomes, is structured by three major components each with separate goals and sub-components. The three components will be implemented on parallel timelines and include the following: an EV Ready Disadvantaged Communities (EVRDAC) Program, a County Permitting Streamlining and Standardization Pilot, and a County Multi-Unit Dwelling (MUD) Electric Vehicle Supply Equipment (EVSE) Incentives Program. The activities under this Grant will be in compliance with Assembly Bill (AB) 841, specifically as it relates to the Electric Vehicle Infrastructure Training Program (EVITP) certification.

The EV Ready Disadvantaged Communities (EVRDAC) Program seeks to directly install electric vehicle supply equipment (EVSE) through public agencies and will target public sites in DACs within four miles of Multi-Unit Dwellings with 50+ units located throughout the County. Through this program, we expect to complete at least 12 projects with energy efficiency (EE) retrofits being completed at each building location and a total of 130 EV chargers installed across 12 project sites.

The County Permitting Streamlining and Standardization Pilot seeks to increase efficiency and accelerate EVSE installations with standardized and streamlined permitting processes. Activities under this component include creating a regional roadmap and plan, developing common regional zoning and development guidelines, establishing a task force, and offering a Public Agency Ombudsman to provide continuity between public agencies and permitting processes.

The County Multi-Unit Dwelling (MUD) Electric Vehicle Supply Equipment (EVSE) Incentives Program seeks to provide incentives to MUD property owners to encourage new EVSE installations while using the Southern California Regional Energy Network (SoCalREN) Multifamily program to offer energy efficiency upgrades. The goals of this program are to help drive MUD installations during EE retrofit projects, maximize greenhouse gas reductions for MUDs and their DAC residents by coupling EE retrofits and EVSE installations and overcome the MUD owner cost barrier by providing a share of funding to cover upfront costs of EVSE chargers.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These actions support Goal III.3 (Pursuing operational effectiveness, fiscal responsibility and accountability) by obtaining external funding to promote environmentally responsible practices. These actions also support Goal II.3 (Making environmental sustainability our daily reality) by providing a program that promotes energy efficiency, clean transportation, and enhances health and sustainable practices in the County.

FISCAL IMPACT/FINANCING

Because of the timing with the budget cycle, the FY 2021-22 Utilities Budget did not include the appropriation and funding to implement the components under the Electric Vehicle Ready Communities Challenge Phase II Blueprint Implementation grant. As a result, an appropriation adjustment of \$2,500,000 is needed to hire consultants to provide the technical services for the programs under this Grant. The Grant includes \$900,000 of match funding through in-kind services provided by SoCalREN California Public Utilities Commission (CPUC) funding.

In summary, the program implementation will be funded by the Grant with match funding paid for by the SoCalREN, resulting in no net County cost (NCC). Acceptance of this Grant does not commit the County to provide ongoing services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 12, 2020, the California Energy Commission released a grant solicitation and application package. On September 15, 2020, ISD submitted the attached Proposal (Attachment 1), which was approved for funding by the CEC on September 13, 2021.

Upon approval by your Board to accept the grant, ISD will issue competitive solicitations through its Energy Efficiency Services Master Agreement (EESMA) for experienced

and qualified energy efficiency consultants to implement the programs under the Grant. Under ISD's management and direction, the hired consultants will provide all of the technical services that are offered by the Grant.

As part of the agreement to accept the Grant, ISD will be required to provide the CEC with reports that track program activity and performance.

CONCLUSION

Upon Board approval, please return three individually certified copies of the adopted Board Letter and two signed Resolutions to ISD.

Respectfully submitted,

SELWYN HOLLINS
Director

SM:SH:ML:lm

Attachments:

County of LA EV Ready Disadvantaged Communities (ECDAC) Program
Rev_GFO-19-603_REVISED_NOPA_Cover Letter_ADA
CEC Rev_GFO-19-603_REVISED_NOPA_Results_Table_ADA

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

October 14, 2021

DEPT NO: 300

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF INTERNAL SERVICES

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR**FY 2021-22****4 - VOTES**

SOURCES		USES	
UTILITIES		UTILITIES	
A01-IS-88-8737-12460		A01-IS-2000-12460	
STATE ENERGY GRANTS		SERVICES & SUPPLIES	
INCREASE REVENUE	2,500,000	INCREASE APPROPRIATION	2,300,000
		UTILITIES	
		A01-IS-5500-12460	
		OTHER CHARGES	
		INCREASE APPROPRIATION	200,000
SOURCES TOTAL	2,500,000	USES TOTAL	2,500,000

JUSTIFICATION

Reflects an increase in Services & Supplies (S&S) and Other Charges appropriation to implement the Electric Vehicle (EV) Ready Communities Challenge Phase II Blueprint Implementation.


AUTHORIZED SIGNATURE SABRA JOHNSON, ISD, ADMIN DEPUTY

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

 REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---

☐ ACTION

☒ RECOMMENDATION

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

AUDITOR-CONTROLLER

BY **Lan Sam**
 Digitally signed by Lan Sam
Date: 2021.10.21 13:39:33
-07'00'

CHIEF EXECUTIVE OFFICER

BY

B.A. NO. **050**DATE **Oct. 21, 2021**

DATE



COUNTY OF LOS ANGELES

Electric Vehicle Ready Communities Phase II - Blueprint Implementation



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INTRODUCTION

Purpose

This proposal describes a comprehensive solution to support disadvantaged communities (DACs) in the County of Los Angeles (LA County or the County) by creating an electric vehicle (EV)-ready region. This solution includes an implementation strategy, project structure, benefits of our approach to DACs, key partnerships, and the team and resources available to help ensure the implementation's success.

LA County's proposal draws from the Phase I Blueprint for implementation, which established planning considerations including potential associated grid impacts, challenges, barriers to electric vehicle supply equipment (EVSE) installation, and recommendations on how to meet these potential challenges. This proposal for Phase II implementation provides a holistic approach to the regional transportation electrification issues, detailed analysis of primary market sectors, preliminary considerations for regional EV infrastructure planning, and next steps for the region, as well as data and analysis to support development of a comprehensive and replicable Blueprint to transition to an EV-ready community.

Barriers

While assessing efforts to deploy EVs and charging infrastructure, a series of policy, business model and technological barriers came to light. These issues are often exacerbated when considering low-income areas and DACs, which face additional barriers in accessing transportation electrification benefits.

- **Permitting and Inspection Speed:** The high degree of variability in time required to complete the interconnection process is a key barrier to the deployment of EVSE, both for charging stations intended for light-duty vehicles as well as medium- and heavy-duty EVs. It is important for municipalities to develop efficient and low-cost permitting processes, and for utilities to streamline the EVSE interconnection process.
- **Lack of Simplicity and Customer Education Need:** For many individuals, cities and fleet operators, as well potential host sites such as property management and businesses, deploying EVSE is a new experience. Sites need support to discern between types of charging equipment, business models of EVSE providers, costs, installation, maintenance and applicable utility rates. Educating each potential customer segment will be key to accelerating the deployment.
- **Funding:** While rebates for EVSE are available in some cases and are an important incentive, they are often only applicable to the charging equipment and the installation. Targeted make-ready funding is needed to conduct costly electrical capacity and meter upgrades that may be required prior installation by the utility.
- **Real Estate Availability and Multi-Unit Dwelling (MUD) Access:** EVSE infrastructure often requires dedicated real estate, which space-constrained sites are reluctant to yield to EVSE. MUDs, dense urban areas, small parking lots and ports, installations may have to make land use tradeoffs and experience encroachment on their property.
- **Light-Duty Vehicle (LDV) Charger Visibility and Awareness:** Compared to highly visible gas stations, would-be EV drivers are often unaware that infrastructure already exists, whether hidden on an upper level of a parking garage or on the far side of a parking lot. The more EVSE that drivers see, the more comfortable they are with the idea of going electric.
- **Universal Payment and Interoperability:** Many site hosts and EV drivers lament the often-onerous payment and network access required at public EVSE. Additional efforts are needed to harmonize the charging experience across various networks.

Proposed Solution

LA County proposes a “multi-pronged” approach that would directly tackle the identified Phase I barriers: (1) a comprehensive EV DAC Ready program; (2) Permitting Standardization Pilot; and (3) County MUD EVSE Incentives. The County’s Phase II Implementation, informed by Phase I outcomes, is structured by three major components with goals and sub-components. Components 1, 2, and 3 are not sequential process steps; they will be implemented on parallel timelines.

Component 1: Directly Install EVSE through Public Agencies

The goals of Component 1 are to:

- Maximize GHG reductions for PAs and their DACs by coupling Energy Efficiency (EE) retrofits and EVSE installations;
- Provide clean mobility options for communities; and
- Provide public charging opportunities in proximity to MUD residents.

Component 1 goals will be accomplished by the following sub-components and tasks:

- Establish 2024 goals for MUD, DAC, and environmental justice (EJ) public charging sites, and install EVSE chargers adjacent to or cooperatively sited with priority sites;
- Co-fund EVSE installations that support Participating Public Agency (PA) and coincide with Southern California Regional Energy Network (SoCalREN) EE retrofits;
- Create PA Ombudsman to support local agencies throughout the site compliance process for charging station sites and equipment; and
- Encourage participation in Southern California Edison (SCE) CR2 and providing application support where applicable.

Component 2: Streamline Regional Ordinances and Permitting Processes

The goals of Component 2 are to:

- Ensure local ordinances reflect growing share of EVs on the road;
- Ensure a seamless EVSE experience across all localities for drivers, installers, operators, and permitting authorities; and
- Increase efficiency and responsiveness and reduce permitting process costs.

Component 2 goals will be accomplished by the following sub-components and tasks:

- Create a regional roadmap and plan for streamlining ordinances and permitting processes through public agencies;
- Develop common regional zoning and development guidelines;
- Establish a task force to harmonize regional efforts oversee a new, streamlined ordinance and permitting process that allows for expedited installations; and
- Connected to Component 1, PA Ombudsman to provide continuity between public agencies and permitting processes and train DPW staff.

Component 3: Incentivize EVSE Installations through the SoCalREN Multifamily Program

The goals of Component 3 are to:

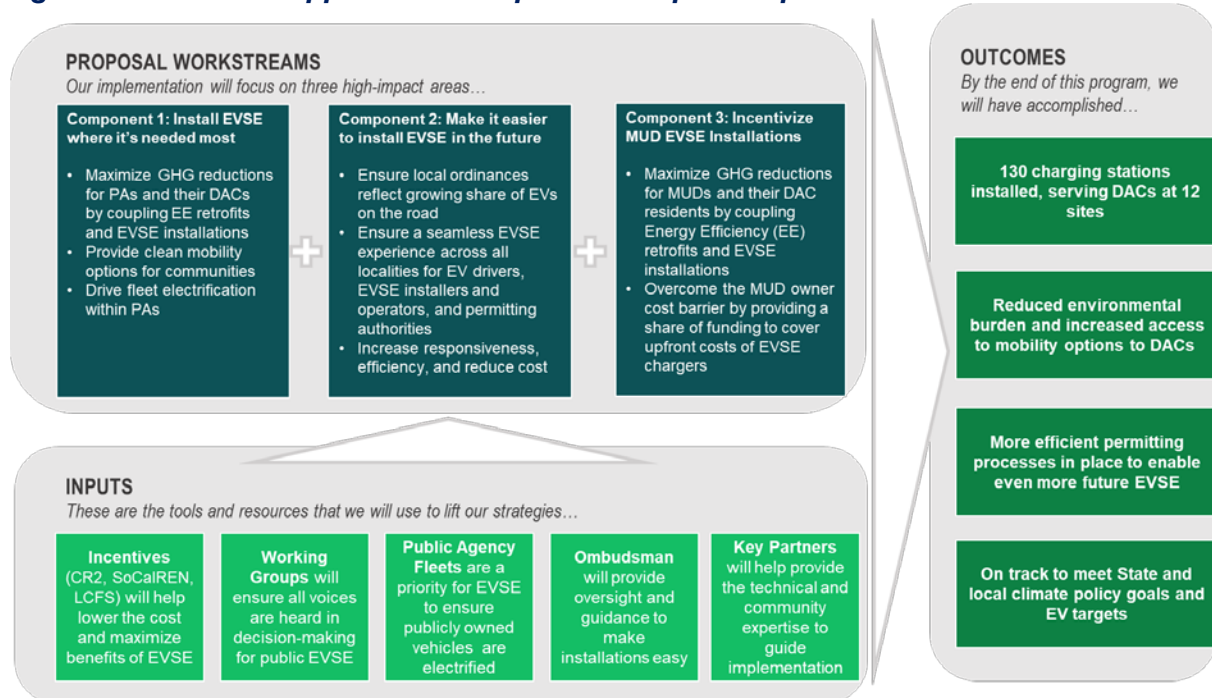
- Help drive MUD installations during EE retrofit projects
- Maximize GHG reductions for MUDs and their DAC residents by coupling EE retrofits and EVSE installations;
- Overcome the MUD owner cost barrier by providing a share of funding to cover upfront costs of EVSE chargers

Component 3 goals will be accomplished by the following sub-components and tasks:

- Providing incentives to MUD property owners

- Provide education and outreach to MUD property owners about the benefits of EVSE

Figure 1: Illustrated Approach to Proposed Blueprint Implementation



Proposal Justification

The transportation sector represents the largest source of California's greenhouse gas (GHG) emissions, comprising 39percent of all GHG emissions in 2015.¹ To reduce emissions from the transportation sector, the state is making a concerted effort to promote the adoption of advanced clean vehicles. The transition to more fuel-efficient and zero-emission vehicles (ZEVs) is critical to achieving the state's ambitious climate goals and air quality requirements. In 2012, Governor Edmund G. Brown Jr. signed an executive order setting a target of 1.5 million ZEVs on California's roads by 2025.²

In addition, transportation electrification can help consumers save money, contribute to region-wide economic growth, reduce harmful GHG and criteria pollutant emissions, increase and stabilize the utilization of grid assets (e.g., support increased renewable generation), and aid fundamental changes in personal and commercial mobility. Yet, jurisdictions such as LA County still must take action to overcome several EV adoption barriers.

During Phase I, despite widely available technology and policies in place, the greatest market barriers to adoption were local restrictions that make EVSE implementation costly, inefficient, and inequitably distributed. Local governments have a critical role to play in the development of public and private charging infrastructure due to their authority over zoning, parking and signage, building codes, permitting, and inspection processes. Local procedures can present barriers that

¹ California Air Resources Board. 2017. "California Greenhouse Gas Emission Inventory - 2017 Edition" Accessed August 2017 from <https://www.arb.ca.gov/cc/inventory/data/data.htm>

² California Office of the Governor. 2012. "Governor Brown Announces \$120 Million Settlement to Fund Electric Car Charging Stations Across California" Accessed August 2017 from <https://www.gov.ca.gov/news.php?id=17463>

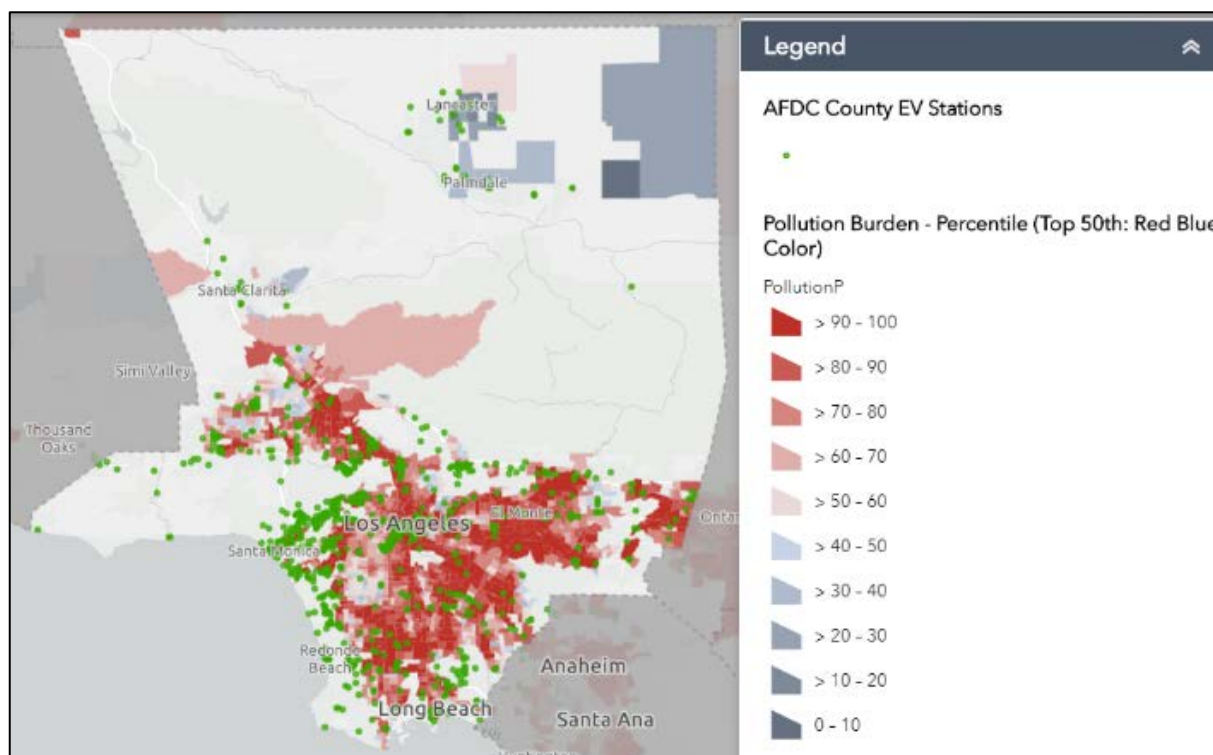
can be avoided by amending codes and streamlining processes. In fact, these procedures can create opportunities to proactively support charging station installation, and LA County is positioned to take advantage of the opportunity to pilot a regional streamlining of ordinances and permitting. Common regional zoning and development guidelines would reduce confusion, increase efficiency, and harmonize regional efforts for EV readiness.

The multifamily sector also faces significant challenges. Renters and owners alike have little motivation to install EVSE proactively. Renters are unlikely to invest in a piece of stationary equipment at a short-term residence, and property owners do not view EVSE as a valuable amenity to attract tenants and increase property value. Overcoming these financial and motivational challenges is critical to accelerating EV adoption in the MUD market.

Phase I also identified that DACs, often collocated with industrial stationary pollution and mobile sources from congested highways, are a priority since they disproportionately carry the emissions burden. Transportation has acute environmental impacts in LA County and its neighbors with roughly 50 percent of statewide particulate matter (PM) emissions in the planning area of the Southern California Association of Governments (SCAG).

The seven-county SCAG territory represents an area of critical concentration due to the density of goods movement dependent industries, destination centers and industrial complexes; within SCAG's combined jurisdiction, the Counties of Los Angeles and San Bernardino almost equally share more than 60 percent of the mobility and built infrastructure generating or sourcing emissions. Figure 2 shows all DACs under the 50 percent threshold as determined by their Pollution Burden percentage from Cal EnviroScreen3.0. The overlay of publicly available EVSE shows that, while some are available within these priority DACs, the majority follow transportation routes or are in wealthier neighborhoods with lower emission burdens.

Figure 2: Relation between DACs, ranked by their Cal EnviroScreen Pollution Burden score to public EVSE



Changing Market Conditions

The Phase I Blueprint identified major recommendations to implement in Phase II. Yet, much has changed over the past year in the rapidly shifting EV landscape that has caused the County to enhance its implementation plans.

Despite current upheaval on local economies and the environment from the global pandemic and unprecedented wildfires, innovation and investment in the EV market continues to grow and networks of EVSE continue to expand. Climate change and the devastating impacts from wildfires in the LA County region have only accelerated the importance of investing in clean mobility options and moving away from internal combustion engine vehicles. The loss of over 1,300,000 Joshua Trees from the Mojave Desert wildfire is a direct result of anthropogenic air pollution from Southern California's vast reliance on gasoline-burning light and heavy-duty vehicles. This area and other DACs in our region have been disproportionately affected by wildfires and the impacts of COVID-19.

KEY TAKEAWAY

The impacts of COVID-19, climate change fueled wildfires, the urgency of environmental justice and changing market conditions are all factors increasing the importance of creating an EV-ready region. In response to these trends, LA County is prepared to implement a charging program that meets community requirements.

EVSE installation over the past decade has largely taken place in more affluent communities to meet the needs of first generation EV purchasers. Investment in lower-cost zero-emission vehicles continues to expand despite global economic uncertainty. With lower-cost EVs and second-generation vehicles becoming more widely available, governments must coordinate to strategically expand EVSE that meets the needs of the entire community.

The County is now adapting its Phase II approach to meet the needs of the community, while still drawing heavily from the valuable and still relevant data collection conducted during Phase I. Phase II priorities have shifted due to the following developments that the County must now consider in our implementation of an EV-ready community:

- The COVID-19 pandemic has delayed the ability to implement the Blueprint, while also increasing the urgency and focus on EV adoption in unexpected ways;
- Criticality of inclusion of historically excluded communities has increased, with a particular focus on EJs, indigenous people, and low-to-to moderate income communities;
- Response to extreme climate change-fueled events have put costly strain on the grid and reliability and resiliency have taken precedent over other clean energy goals;
- The CEC's timeline for releasing the Phase II Blueprint implementation grant process was delayed significantly;
- New industry and market trends are reshaping original cost estimates and viability; and,
- New regulations and policies are changing the level of ambition for EV adoption.

COMPONENT 1: EV-READY DISADVANTAGED COMMUNITIES PROGRAM

The County currently administers residential sector, financing, and public sector energy efficiency programs to nearly 10 million County constituents throughout a 70,000 sq. mi. service area. As an administrator of programs supported by utility rate payer funds with a mission rooted in public service, it has been committed to providing cost-effective, innovative solutions that assist in meeting the state's energy savings objectives since the County's EE portfolio inception in 2013. The County has also emphasized the need to assist DACs and historical implementation has

established key strategies and tactics that drive energy leadership within these particularly vulnerable communities.

LA County's EV Ready Disadvantaged Communities (EVRDAC) Program will provide access to EV charging for DACs by installing EVSE in sites near these communities. Through our Phase I analysis, the County discovered significant barriers to direct installations on MUD properties, which create challenges to meeting this critical subset of EV customers. Thus, we believe that using PA sites such as libraries, parks, transit centers, etc. within one quarter-mile radius of a MUD is more strategic for providing charging access for MUD residents.

In order to maximize the impact of EVSE installations on public sites, the program will also offer energy efficiency upgrades at the site. The County will leverage its SoCalREN PA Programs for EE upgrades such as lighting and building equipment to compound the GHG reductions from EVSE installations with the benefits from building efficiency and electrification. Furthermore, the EVRDAC will offer comprehensive education and outreach to MUDs to build awareness about the available infrastructure once installed. The Ombudsman will assist with navigating the permitting and site compliance process, as well as direct installation of EVSE at no cost to the PA. Education and outreach materials will be distributed to all MUD property owners within a quarter mile of each project location to build awareness.

Program Rationale

Over the last 8 years, the County has set itself apart by implementing comprehensive programs that successfully tackle the barriers of EE retrofits for PAs and MUDs. The County has completed 557 PA projects and 130 Multifamily projects that successfully reduced more than 100 million kWh and 940,000 therms of energy annually and reduced 71,462 metric tons of GHG emissions. This reduction in emissions is equivalent to taking 15,439 cars off the road.

As a program administrator, the County has prioritized the unique needs of DACs. The County through its historical implementation established key strategies and tactics that drive energy leadership within these specific communities, while assisting these vulnerable communities overcome environmental inequities and achieve tangible emissions reductions.

Furthermore, the County of Los Angeles is well-positioned to support local governments' plans to install EVSEs strategically throughout their communities. With almost 500 EVSEs installed and plans to install 1,000 charging stations per year to meet our Sustainability Plan target of 15,000 stations by 2035, the County will be operating the largest government-managed charging station network in the nation. The County will support local PAs in their EVSE expansion plans with technical and operational assistance. This support will include guidance on the overall EVSE installation process, guidance on utility and incentive program applications, site selection, the creation of installation designs and construction plans, and contractor selection. Lastly, this program directly tackles all the barriers currently plaguing the investment of EVSE infrastructure and provides a new model to optimize GHG reductions, as seen in Table 1.

Table 1. Barriers to EVSE investment and program strategies to address barriers

Barrier	Program Strategy
Funding	Provides direct install EVSE infrastructure at no cost to the program participant;
Real Estate availability and MUD Access	Expands availability of public EV charging opportunities for MUD residents
LDV Charger Visibility and Awareness	Provides outreach once installed to drive EV ownership and build awareness about availability of access for MUD residents
Lack of Simplicity and the Need for Customer Education	A marketing education and outreach plan that provides tools and materials for both MUDs and public agencies to further drive EV adoption and awareness of accessibility in DACs
Permitting and Inspection Speed	Ombudsman support that will directly impact project conversion
MUD renters/owners financial and motivational challenges	Leveraging public sites within proximity to a MUD thus alleviating the initial investment of the owner but still providing access to MUD residents.

Program Objectives and Goals

In 2019, the LA County Board of Supervisors adopted [OurCounty](#), a regional sustainability plan that includes a strategic initiative to create a zero-emission transportation system with a goal to be fossil-fuel-free by 2045.

Through this program, we expect to complete a minimum of 12 projects with EE retrofits being completed at each building location, and a total of **130 EV chargers installed across 12 project sites. The benefit cost score for this proposal is 1,713.4 metric tons of CO₂ equivalent per \$2.5 million, or 1.51 lbs. CO₂ e per dollar.** This score is likely to increase over time as adoption of EVs increases. The Program will install one or more chargers either at, adjacent, or cooperatively sited to MUDs identified during Phase 1 and/or through site analyses before 2025.

The Program seeks to increase efficiencies and harmonize regional efforts for EV readiness by establishing an Ombudsman, a single point of contact that will work with local agencies responsible for issuing permits and reviewing site compliance for charging station sites and equipment as well as a regional task force. The transportation sector is rapidly evolving, with technologies and business models presenting new mobility options at a breakneck pace, providing opportunities to reduce emissions, and expand mobility access. PAs will need support in keeping up with these rapid changes and the County's coordination and support will be critical to ensuring PAs are successful.

Region

The proposed LA County EV Ready DAC Program will be offered throughout the County of LA, one of the largest counties in California, covering 4,084 square miles. The population of 10.5 million residents account for approximately 27 percent of California's total population. Within the County of LA there are 88 cities, 140 unincorporated areas and communities, and over 50 percent

KEY PROGRAM OBJECTIVES

- Provide clean mobility options for communities and MUD residents
- Increase participation from disadvantaged communities
- Drive fleet electrification within Public Agencies
- Drive deeper GHG reductions by coupling EE upgrades and EVSE infrastructure
- Build awareness and drive EV adoption in MUDs and Public Sector

of the region is classified as Disadvantaged Communities.³ As *Figure 2* illustrates, the County of LA represents one of the highest DAC regions within the state. In addition, to the large population and large density of DACs within the County of LA, there is also a large distribution of MUDs. In 2020, it was reported that 28.4 percent of the County's residential market consisted of MUD units as compared to single family dwellings, and that number is only growing.

Target Market

As a local government the LA County has a fiduciary duty to serve hard-to-reach or under-served markets and DACs. Regional governments such as LA County are well-suited to address hard-to-reach markets and DACs, through deployment of independent yet parallel programs, initiatives, and actions specifically developed to respond to underserved constituents. The targeted market segment within LA County is as follows:

1. Public Agencies with owned public sites that serve a DAC
2. MUDs (+17 Units) within quarter mile of Public Agencies
3. Public sites that serve a DAC within SCE territory.

Under this program, LA County will only target public sites in DACs within four miles of MUDS with 50+ units located throughout the County.

Program Partnerships

The LA County EV Ready DAC Program's key strategy is leveraging existing relationships and external programs to provide a comprehensive solution that tackles barriers to EVSE investment.

- **SoCalREN:** As program administrator of EE programs, SoCalREN will be a key contributor to the success of the program. Through this partnership, the program will leverage coordination protocols, public sector programs and no-cost services for EE retrofit project implementation. The program will also seek to leverage public data sets as well as customer data sets to establish target marketing and project enrollment.
- **Southern California Edison (SCE):** As dual program administrator of both EE and EVSE programs, SCE is key to the successful implementation of the program, along with key coordination and ongoing communication. Through this partnership, EV Ready DAC Program will help complement SCE's Charge Ready 2 (CR2) program by providing a pipeline of projects and in turn for those projects eligible SCE's CR2 program will help lessen the cost burden to the implementation of projects, allowing the program to accomplish more.
- **Regional Partners:** The success of the program will also rely on the existing relationships with regional public agencies such as coalition of governments (COGs) who have become key energy champion leaders. With their support and coordination, local public agencies will be able to be targeted and direct outreach through COGs will facilitate program pipeline with ease. The County's COG partners will serve as key advisors and feedback communications that will provide or enhance offerings during the program lifecycle.

Program Eligibility and Targets

The LA County EV Ready DAC Program will be limited to Public Agencies that serve DACs and who own public sites in which EVSE infrastructure can be installed. In addition, projects eligible to be funded by the program must be within a quarter-mile distance to a Multifamily Unit Dwellings (MUDs) (+17 Units) within SCE territory. Project sites must also have EE opportunities. Through this program, we expect to complete a minimum of 12 projects with EE retrofits at each building location, and a total of 130 EV chargers installed across all project sites. The proposed projects would yield an estimated reduction of 1,713.4 metric tons of CO₂ e. LA County seeks sites that

³ CalEnviroScreen 3.0. June 2018. <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

can support at least 10 EV chargers, with individual projects ranging from 5 to 20 chargers installed on-site. Projects will be evaluated for both L2 and L3 chargers.

Table 2. Estimated number of EV chargers and PA projects

Target	2021	2022	2023	2024
Estimated EVSE Installed	20	50	50	10
Estimated PA Projects Completed	1	5	5	1

The table below includes enrolled SoCalREN PAs within LA County that serve DACs with project sites that have requested EE retrofit support and are interested in EV-charging installations.

Table 3. Public Agency sites that have expressed interest in hosting EVSE

Public Agency	Site	Address
Metrolink - Pomona	Dispatching and Ops Center	2704 N. Garey Ave, Pomona 91767
Metrolink - LA	Central Maintenance Facility	1555 N San Fernando Rd, Los Angeles 90065
Metrolink - Pomona	Melbourne Facility	2700 Melbourne Ave, Pomona 91767
South El Monte	Senior Center	1556 Central Ave, South El Monte 91733
South El Monte	Shively Park	1402 Lerma Rd, El Monte 91733
South El Monte	Mary Van Dyke Park	1819 Central Ave, South El Monte 91733
South El Monte	New Temple Park	1450 Lidcombe Ave, South El Monte 91733
South El Monte	City Hall	1415 Santa Anita Ave, South El Monte 91733
South El Monte	City Hall Parking Lot	1415 Santa Anita Ave, South El Monte 91733
South El Monte	Community Center	1530 Central Ave, South El Monte 91733
Paramount	Paramount Park	14400 Paramount Blvd, Paramount 90723

Eligible Measures/Equipment and Treatment

Eligible measures and EVSE equipment for each project and funding model outline to be applied for each element of the LA County EV Ready DAC Program.

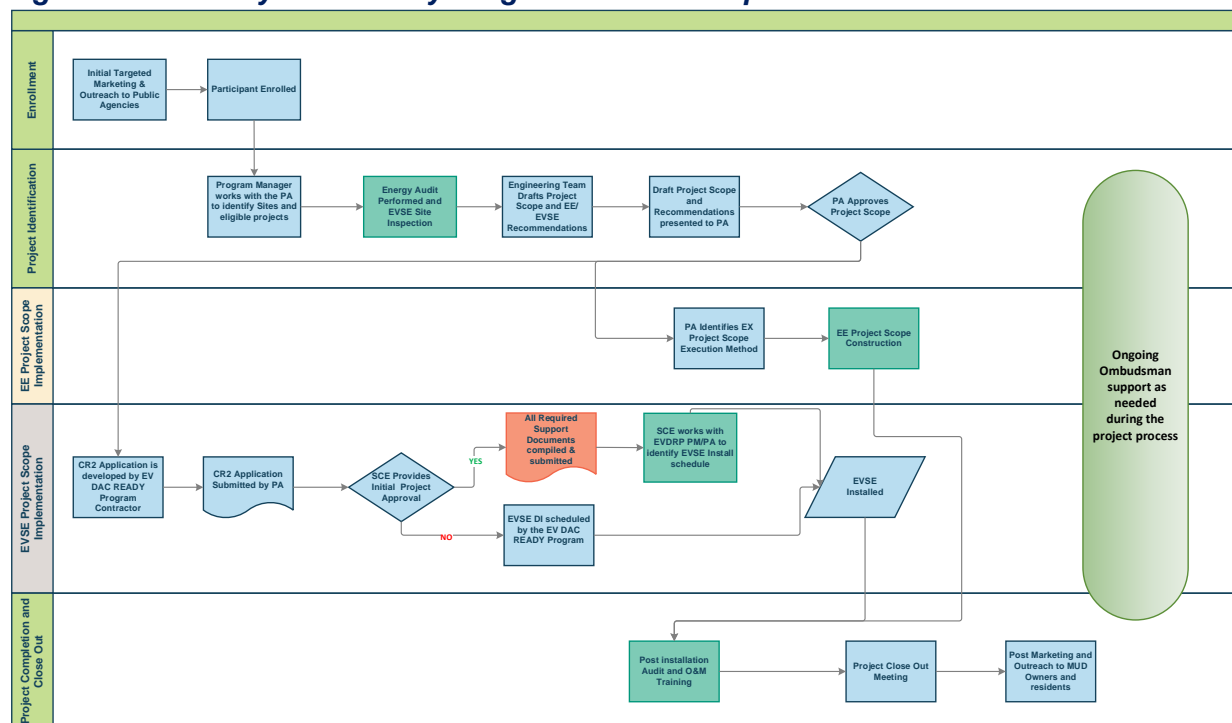
Table 4. Eligible EE measures and EVSE equipment

Project Element	EVSE Infrastructure	Funding Treatment
EE Measures	<ul style="list-style-type: none"> All EE measures eligible through existing SCE or SoCalREN programs These include all applicable end uses that would be applicable to the project site (i.e. lighting, HVAC, etc.) 	PA to fund measures and installation but would be eligible for SCE program incentives where applicable (processing of incentives is supported by program and would be no burden to customer)
EVSE Equipment	<ul style="list-style-type: none"> Level 2 and Level 3 open interface equipment (Tesla, ClipperCreek, Wabasto) Smart charging enabled technology: Charging stations should monitor, manage, and restrict the use of charging devices to optimize energy consumption Controllers enable charging stations to be networked and monitored 	EVSE installations would be direct install; no cost installation or equipment to customer

Program Process

Implementing each of these program elements will require significant coordination across PAs, stakeholders, partners, and developers. *Figure 3* below illustrates the process steps required to implement the EVRDAC program in detail. LA County will validate and refine this process map throughout the implementation period and make this resource available for other jurisdictions to easily replicate the County's process.

Figure 3: EV Ready Community Program Process Map



COMPONENT 2: COUNTY PERMITTING STREAMLINING AND STANDARDIZATION PILOT

State legislation (AB 1236, Chiu, 2015) requires cities and counties to have adopted and implemented streamlined EVSE permitting processes. Jurisdictions with a residential population of >200,000 were required to have done so by September 30, 2016; cities and counties with a population of <200,000 were scheduled for the following year, by September 30, 2017. Nevertheless, implementation of AB 1236 remains inconsistent across the County's 88 cities, as is the case throughout the State as a whole.

Given the imperative of removing barriers to EVSE deployment, LA County is prepared to lead on this issue to increase efficiency and accelerate EVSE installations with standardized and streamlined permitting processes. Los Angeles Cleantech Incubator (LACI) is LA County's trusted partner on this program component. [LACI](#) is a 501(c)(3) nonprofit organization with a mission to create an inclusive green economy by unlocking innovation, transforming markets, and enhancing communities. Our program will leverage the strong foundational work of LACI and its partners to accomplish this task.

LACI worked closely with the County on the Phase I Blueprint Development and contributed significantly with research, technical analysis, and policy guidance on transportation electrification, drawing in part on our work to simplify and standardize the processes for permitting EVSE and connecting it to the electricity grid. Activities have included:

- Coordinating with the Governor's Office of Business and Economic Development (GO-Biz)'s, [EV Charging Station Permitting Guidebook](#), we created materials to help local cities streamline their permitting;
- Training for 45 cities across LA, Orange and Riverside Counties in partnership with the SCAG to educate city officials about expedited permitting;
- Focus group to identify opportunities for LADWP to improve its process for connecting electric service for EVSE as well as its related rebate program process; and
- Monthly working groups on Light Duty Vehicles/Infrastructure and Goods Movement with diverse representation of [Transportation Electrification Partnership](#) (TEP) members to find creative solutions to deploying EVSE.

LACI is piloting [zero emission community mobility projects](#) in four DACs — Pacoima, San Pedro, Long Beach and Leimert Park — bringing the benefits of the green economy to neighborhoods that often lack the solutions required for emissions-free mobility. LACI's workforce training pipeline program provides technical training, interpersonal skills, and industry-recognized certifications for under- and unemployed individuals to succeed in the green economy. Participants graduate with skills in EVSE maintenance and repair, and LACI pairs participants with startups and partners for internships and job opportunities.

Some players in the region have attempted to remove barriers to EVSE installations and their efforts are worth capturing and learning from as the County pursues a comprehensive streamlining pilot. The cities of Los Angeles and West Hollywood have offered internal City resources for residents and offered a multitude of external resources and links for additional information on rebates, charging locations, etc. Other cities such as Azusa and Calabasas have fulfilled the basic requirements of AB 1236, but much work remains in educating city planners and other officials who have not yet witnessed an increased demand for EVSE permitting and the importance of getting ahead of this demand curve.

The City of LA has developed effective permitting procedures that are also convenient for potential EVSE site hosts. The Los Angeles Department of Building and Safety (LADBS) allows electricians installing EVSE to apply for a permit online after paying a low application fee. For standard installations that meet the LADBS requirements, the permit is approved and issued instantly online. More complex installations, such as upgrades required for DCFC, may take longer for LADBS review and approval. In addition, the LA Department of Public Works (DPW) makes permit applications easily accessible online and reviews permits in a timely manner. The City of West Hollywood includes permit applications for EVSE on its website, and the City of Long Beach has an expedited permitting process where applicants must complete the application and pay a small fee. The Long Beach Department of Development Services Building and Safety Bureau then determines whether the permit may be expedited.

It is critically important that utilities are engaged in this conversation with the permitting authorities to simplify communication and the hand-off between the two. LACI is uniquely positioned to cultivate these conversations as its partnership includes the LA Department of Water & Power (LADWP), SCE, Southern California Public Power Authority, Burbank Water & Power, Glendale Water & Power, Pasadena Water & Power and the Clean Power Alliance. We propose focus

group of utility and EVSE companies to bring to light best practices on communication between permitting authorities, utility companies and EVSE developers to share with DPW and other County entities.

COMPONENT 3: COUNTY MULTI-UNIT DWELLING EVSE INCENTIVES

We propose providing direct incentives to MUD properties to encourage new EVSE installations while using the SoCalREN Multifamily program to offer EE upgrades. These incentives are necessary to help offset the cost of installations at MUDs and are an efficient way to reach DACs because the County can reach those properties already participating in the SoCalREN EE program. Direct incentives help address the significant cost barrier that many properties face when deciding to install EVSE. Research from the UCLA Luskin Center points to challenges facing MUD owners and renters, which is even more significant in DACs. “MUD residents face a number of obstacles to installing EVSE. Foremost is the variable and often high cost of EVSE installation at a MUD site. Additionally, the renter or owner exhibits a low to nonexistent investment motivation to install charging. Overcoming these financial and motivational challenges is critical to charting the path toward a low-carbon future.”⁴

Incentive and Eligibility. The County will provide a \$2,500 incentive to MUD DAC property owner for each EVSE charger installed.

Marketing Education & Outreach. The County will provide education and outreach materials to MUD DAC property owners regarding the benefits of EVSE installations. This will help drive awareness and further adoption of EVSE.

Barriers Addressed. Similar to the County’s proposed EVRDAC program, leveraging SoCalREN’s Multifamily Program to and using funds from this grant to incentivize EVSE installation at MUDs while the property is undergoing EE retrofits will help overcome MUD renters/owners financial and motivational challenges.

IMPLEMENTATION

Task 1: Administration

The County team will kick-off the project by participating in a meeting to review the scope of work with the Commission Agreement Manager (CAM) and any other project partners as needed. During the kick-off meeting, we will review and discuss the proposed work plan and schedule. Core Project Team members will attend Critical Project Review (CPR) Meetings as needed throughout the period-of-performance and attend a final meeting to present findings, conclusions and recommendations, and to discuss close-out items. The team will track and monitor cost and performance at the contract and task-order level to ensure adherence to budgets, schedules and milestones, including rapid response deadlines. Monthly progress reports and a final report will be provided to the Energy Commission. Matching funds, permits, and subcontracts will be identified and maintained throughout the period of performance and will be provided to the CAM.

⁴ DeShazo, J.R. et al. [“Overcoming Barriers to Electric Vehicle Charging in Multi-unit Dwellings: A Westside Cities Case Study.”](#) UCLA Luskin School of Public Policy. November 2017.

Task 2: EV Ready DAC

The Task 2 components support a comprehensive EV Ready DAC Program, based upon the proposition that an implementation EV ready program is necessary to:

- Stimulate EV adoption by providing funding to Public Agencies that directly result in EVSE infrastructure that support MUDs and public agencies;
- Build awareness within DAC MUDs renters regarding the available public EVSE infrastructure within the proximities of their residences;
- Deploy EVSE infrastructure with public sites in proximity to DAC MUDs thus overcoming the challenge of real estate availability and MUD access;
- Deployment of an Ombudsman strategy that supports permitting and the inspection process;
- Fully deploy mobility options and management strategies; and
- Facilitate attainment of environmental goals presumed under electrification.

Program and Materials Development: This sub-task is designed to fully develop, document, and finalize all program requirements and processes. The County will assemble all the necessary materials that will be required to support the implementation of the program and serve as key inputs to subsequent sub-tasks prior to program launch. Products to be developed include, but are not limited to, the following:

- **Implementation Plan** describes the program, its rationale, objectives, how the program will deliver projects, how it will reach customers, and the services the program will provide. The IP will provide a refined program process flow chart that describes the administrative and procedural components of the program, as shown in the example process chart in *Figure 3*. For example, the flow chart might describe a customer's submittal of an application, the screening of the application, the approval/disapproval of an application, verification of purchase or installation, the processing and payment of incentives, and any quality control activities. The IP will also include supporting documents.
 - **Program Manual** describes rules and requirements as guidance to customers and implementers with respect to program delivery, including measure and participant eligibility requirements.
- **Marketing, Education & Outreach Plan** will serve to outline the strategy and tactics to motivate consumers to act on EE/conservation measures and implement EVSE infrastructure within their sites. The plan will strive to build awareness and facilitate the ability to act and incorporate technological advances or behavior change using all available resources to reduce energy and choose clean energy options. It will include discrete marketing tactics and strategies for the target audience, and it will identify target media sources and marketing collateral to be utilized. An emphasis of building awareness regarding the benefits to EVSE coupled with EE will be included for Public Agencies. Awareness and outreach will be included that details how MUDs will be notified of newly installed available EVSE and collateral developed so that residents of MUDs are keenly aware of what is available. Supporting documents to the plan include:
 - Marketing Collateral (pre- and post-project) will serve as outreach and education tools to promote awareness within MUDs. They will be offered in several mediums and languages so that a wide audience can be reached.

Program RFP Solicitation: This sub-task includes initiation of a competitive solicitation for a third-party contractor who will be charged with implementation of the program under the management of the County. Through the County's solicitation process, a qualified subcontractor will be selected and awarded. The scope of work to be included will be prefaced on what is finalized in the program implementation plan. The third-party contractor will be responsible for implementing all elements of the program, coordinating all aspects of project scope, coordinating between SoCalREN/SCE EE programs and adhering to program rules and guidelines as outlined

in the program manual. The third-party contractor selected will also be responsible for EVSE equipment purchasing and installation of EVSE projects scopes.

Ombudsman: The Ombudsman, critical to ensuring that EVSE installations meet program requirements and standards, will be instated to support the program implementation, process applications and disburse funding, provide technical assistance, and coordinate stakeholders and local government partners through the Working Groups. The Ombudsman will assist local government PAs in creating Low Carbon Fuel Standard (LCFS) accounts and credit registration, the revenue from which will help offset networking and maintenance costs.

Assess Inventory: By drawing on existing resources such as the SoCalREN Public Sector and Multifamily customer databases, the County will determine the number of MUDs in proximity to public sites in LA County. Existing public data on MUDs locations will be layered with GIS jurisdictional maps to isolate eligible public sites for evaluation. To avoid redundancies, we will filter out sites that have existing and planned charging infrastructure using the most updated list of stations available from the Alternative Fuels Data Center Station Locator. Our team will develop detailed maps and lists of the most ideal locations for charging infrastructure deployment in proximity of DAC MUDs. This inventory assessment will be the key support tool for the third-party contractor's implementation and program launch.

Program Launch – Facilitation and Coordination: This sub-task is to host a series of webinar and outreach events to support the program launch, while simultaneously initiating partnership engagement which help grow the project pipeline.

- **Partnership Coordination:** Once launched, the County will initiate engagement of its identified partners including, but not limited to, SCE, POUs, coalition of governments, and industry leaders such as LACI. These partnerships will serve as key advisors on potential enrollments, project scopes, application needs, and incentive processing. Monthly meetings will serve to inform partners regarding program status, project updates, and on-going program lessons learned and best practices.
- **External stakeholder engagement:** Our program launch will demonstrate dynamic public and stakeholder engagement, awareness strategies and campaigns, sector-compatible messaging, and the development of 'value propositions' that respond to population, PA, MUD owner, and MUD residents' interests. The project team will deploy traditional and unconventional marketing tactics, multi-media channels, and a blend of regional, sector-specific, and community platforms and representatives to operationalize the Program's Communications Plan (as outlined in its ME&O plan).
- **Outreach and Education:** The Program anticipates initial and ongoing outreach that will fuel participation and project enrollment. The outreach strategy, supported by the research from partners and the Phase I planning process, will inform MUD residents, public agencies, and the greater public of LAC about the program and available resources. Each communication tool will be carefully constructed for each targeted audience and be leveraged at key points during the program lifecycle. For instance, initially we will likely engage public agencies to drive program enrollment, however, once in the market and as projects get completed outreach strategies, we will then focus on MUD education and awareness. This type of outreach strategy will emphasize building awareness about access and the benefits to MUD property owners and their residents and will help fuel data collection and program evaluation.

Project Delivery: This sub-task constitutes the most significant part of the program implementation and will take place throughout the program duration. Once launched, the County PM and third-party implementer will begin enrolling program participants and managing the

program pipeline that will serve to drive project conversion. This sub-task will include each step in the program process from project inception to project close out and DAC MUD outreach.

The County EV Ready DAC Program will complete the proposed project delivery with the following steps:

- **Enrollment:** Public agencies that serve DACs with available sites within one-quarter mile to a MUD will be targeted and recruited to enroll in the program. Once enrolled, the third-party contractor will initiate an enrollment meeting which will include County PM and applicable partners (SoCalREN PM, IOU EV PM or POU EV PM depending on site location).
- **Preliminary Identification of Potential Projects:** In coordination with the County PM, the third-party contractor will work with the enrolled participant to preliminarily discuss potential sites and projects that need EE upgrades and EVSE installations. Sites will be identified and prioritized.
- **Energy Audit and EVSE Site Inspection Performed:** Once a project site is identified, an energy audit and EVSE site inspection will be scheduled. The third-party contractor engineering team will conduct the audit and EVSE site inspection.
- **Project Scope and Site Plans:** The third-party contractor engineering team will develop an Initial Measures List that includes recommended EE upgrades that could be applied to the site based on agency input and available programs, EVSE installation scope and the pro forma analysis of the recommended project scope. The Ombudsman will advise the site on the permitting and compliance requirements. The proposal will include a community benefits assessment regarding the EVSE installation (i.e., number of potential MUD residents it could serve and fleet/workplace charging it could support).
- **Project Scope Proposal Presented to PA:** The project team will meet with the PA to present the scope proposal and to address any remaining questions or opportunities for feedback on scope from the PA.
- **Project Scope Approval**

The following sub-tasks are concurrent implementation pathways:

- EE Project Scope Procurement Selection. Although the program offers a full-service, turnkey approach to EE retrofits and EVSE installations, it does not cover the EE upgrades. The PA is responsible for construction and equipment costs regarding the EE retrofit. This step covers the decision-making process for this to occur. Some options include internal resources (PA SME staff), JOC and/or a contracted vendor.
- SCE CR2 Application Process Initiated. Once the PA approves the project scope, the third-party contractor PM will initiate the following steps:
 - CR2 application drafted by third-party contractor PM and sent to PA for approval/submittal to SCE.
 - PA submits CR2 application to SCE and awaits approval.
 - If SCE provides initial approval, the project identified will be processed through the CR2 program and the EVSE will be direct installed by SCE.
 - The third-party contractor PM will work with the PA to compile and prepare all the necessary support documents which are required by the SCE CR2 program. These will be submitted on behalf of the PA.
 - In coordination with SCE, the third-party contractor PM and PA contact, an installation schedule will be identified.
- EE project scope installed. At this step, construction and installation of EE upgrades will have occurred. This step is independent of the EVSE scope and will likely occur prior to the EVSE installation due to the CR2 application process.
- EVSE Project Scope Direct Installation. Once the CR2 application process is initiated, the installation schedule will be dependent on the "SCE CR2 approval" step. If the application approved construction scheduling will follow the CR 2 process. However,

if the project is not approved in the CR2 program, the direct install scheduling will occur directly with County EV Ready DAC Program and the direct installation cost will be paid in full by the program, and construction will be scheduled and managed by the third-party contractor PM.

- **Post Audit installation and project close out:** After construction is completed, the third-party contractor PM will initiate the engineering team to conduct a post audit and provide PA facility manager training on EE/EVSE operations and maintenance. This step is key to ensuring a persistence savings, continue facility optimization, as well as proper ongoing maintenance of the EVSE, and will include a drafted SOP. After the post-installation occurs and necessary data collected, the third-party contractor PM will initiate a project close-out meeting to educate, answer any remaining questions, receive feedback on program process and provide any additional materials.
- **Post project MUD outreach and education:** Once the project is completed, the third-party contractor marketing team will begin outreach to the proximity-located MUDs. Respective property owners will receive marketing collateral that can be shared with their residents, and informational signage that can be posted in MUDs to help build awareness and drive usage.

Program Reporting: This sub-task implements ongoing data and reporting throughout the program lifecycle. Monthly, quarterly, and annual reports will be provided to the CAM, County, and partners as appropriate. Quarterly meetings will be held with the CAM to provide updates regarding forecasted targets, milestones, pipeline updates, as well as any issues to be addressed or debriefed. Reporting dashboards will be developed and utilized to communicate program progress. This sub-task will also support the data collection needed for Task 3.

Task 3: Streamlining and Permitting Standardization Pilot

Partnership and Stakeholder Coordination: This sub-task leverages the relationships of stakeholders that LACI already coordinates through the TEP. TEP members include cities, utilities, automakers, public agencies and EVSE developers. LACI will continue coordinating the TEP and leverage the collective expertise of the members to inform streamlining efforts.

Host Focus Groups: LACI will host three to five focus groups with utilities and EVSE companies to understand tangible process changes needed to harmonize interconnection and permitting processes, resulting in recommendations for DPW and utilities throughout the region.

Research and Benchmark Best Practices: In addition to focus groups, LACI will conduct research on streamlining permitting processes. This will take the form of desk research, benchmarking other peer jurisdictions such as Alameda County, and interviews with industry experts. LACI will leverage the members of the TEP to identify these expert insights.

Streamline Permitting Processes: After collecting information through focus groups and other research, LACI will redesign the siting and permitting processes to address major obstacles, provide guidance on how to implement streamlined permitting, and identify best practices and tools for expedited permitting. The processes will be specific to LA County but will be publicly available to ensure that other jurisdictions can easily replicate the results.

Website Platform and Training Materials Creation: Once the process redesign is complete, the team will create education and training materials to communicate the new processes. LACI will update its existing materials on EVSE permitting in preparation for these sessions with stakeholders and cities. Additionally, LACI will work with the County to create an online platform to communicate the new processes, find resources, and deliver public information updates.

Deliver Public Agency Education and Training: LACI will work directly with DPW to provide guidance on best practices to improve their process. LACI will also educate the Departments of Building and Safety of 20 cities in the County on permitting best practices.

Task 4: County MUD EVSE Incentives

This task will implement County incentives for MUD DAC EVSE installations made by MUD DAC property owners who are interested in the SoCalREN's Multifamily program. In addition, this task will seek to continue to overcome lack of awareness regarding MUD benefits of EVSE by providing materials and resources to drive installations within MUDs.

- **Incorporate the County's MUD EVSE Incentives with the SoCalREN Multifamily Incentive Program.** The County will work through its SoCalREN multifamily program processes to incorporate the County's proposed MUD EVSE incentives offerings. SoCalREN's marketing materials and website will be updated to reflect this new offering including program manual rules and eligibility concerning the EVSE incentives.
- **Deliver MUD Education and Outreach.** In partnership with SoCalREN, new materials will be developed to explain the benefits of EVSE for MUDs. These materials will also include resources regarding additional funding opportunities. This sub-task will also include informative materials regarding recent installations within MUDs to build awareness of the charging availability for residents.

Task 5: Evaluation

This task will distill research, stakeholder input, customer feedback, and lessons identified from previous tasks into actionable best practices that can be scaled and replicated. Within the three components of the proposal, discrete intervals of data collection will be synthesized and analyzed to develop findings. The project team has ample experience in program process evaluations which rely on assessing activities and linking progress to outcomes. The team is also experienced in outcome-based evaluations which rely on goal setting and tracking successful completion.

- **Expected and new information to be generated from the proposed project:** The project team hopes to learn how tactics and strategies implemented in the EVRDAC program will overcome the identified barriers, and the permitting streamlining and standardization pilot will seek to establish best practices that can be leveraged on a regional basis.
- **Methodology:** The County will collect and store data through a customer relationship management (CRM) system and manual data collection process which will track projects at the project site, customer, and sector level. The project teams will track data related to the proposed metrics, as well as project management data, such as location, schedule, barriers, energy savings, and project costs. We will establish metrics to gauge outcomes and results, and annual targets will be established to track progress of key metrics. The County will complete ongoing comprehensive reporting, monitoring, and evaluation of program performance to meet goals and targets and keep stakeholders fully informed on operations and outcomes. Detailed reports will be provided on an annual, quarterly, and monthly basis.
- **Proposed Preliminary Metrics:** See table for proposed metrics for program component 1 and 2. Additional or alternative metrics can be proposed by the CAM as appropriate.

Table 5. LA County EV Ready DAC Program's Key Performance Metrics

No.	Metric	Method	Frequency
1	Increase EVSE inventory/accessibility	# of public installations	Annually
2	Increase EVSE inventory/accessibility	# of PA Fleet installations	Annually
3	Program savings contribution from PA retrofits	Gross kWh and Therms saved by EE upgrades	Annually
4	Program savings contribution from PA fleet EVSE installations	Gross kWh delivered to PA fleet via EVSE installations	Annually
5	Gallons of gasoline offset by chargers	Gallons as determined by the US EPA GHG Equivalencies Calculator	Annually
6	Frequency of Public EVSE use	Average time of charger use	Annually
7	Frequency of PA Fleet EVSE use	Average time of charger use	Annually
8	MUDs Supported	# of MUDs supported by installed EVSE	Annually
9	Support to MUD residents	# of MUD residents who have access to EVSE installations	Annually
10	Project conversion efficiency supported by Ombudsman	Average length of project cycle	Annually
11	Reduction of carbon intensity of California's transportation fuel pool as measured by the volume of fuels and credits generated under the LCFS	# of LCFS credits generated (1 LCFS credit = 1 metric ton of CO2 equivalent reduced)	Annually
12	Value of LCFS credits generated (USD)	Value of LCFS credits transacted under the LCFS	Annually
13	GHG Reductions (Metric Tons)	Avoided units of carbon dioxide emissions as determined by the US EPA GHG Equivalencies Calculator	Annually
14	Support to Public Agencies to increase EV Readiness	# of agencies supported by Ombudsman	Annually
15	DAC penetration	# of DACs served	Annually
16	New enrollment in CR2	# of new agencies enrolled in CR2	Annually
17	New enrollment in SoCalREN	# of new agencies enrolled in SoCalREN PA Programs	Annually
18	New applicants to SoCalREN Multifamily EE program	# of new MUDs applicants for EE retrofits	Annually
19	Enhance equal employment and business opportunities for minorities, women, and disabled persons	# of WMBE businesses used as vendors	Annually

Table 6. County Permitting Streamlining and Standardization Pilot Metrics

No.	Metric	Method	Frequency
1	Increasing efficiencies for EVSE permitting	Average time for permit approval	Annually
2	Reducing costs for EVSE permitting by reducing permitting and contracting periods	Average operational costs (USD) per permit review and approval	Annually
3	Standardizing EVSE permitting	# of customized checklists developed for use by PAs	Annually
4	Expediting EVSE permitting	# of permits expedited for EV charging installations	Annually
5	Customer satisfaction	Annual survey satisfaction rate %	Annually
6	Enhanced knowledge of code requirements	# of County staff trained on requirements	Annually
7	Enhanced online platform	% satisfaction rate of online platform	Annually

PROPOSED SCHEDULE

If selected, the County will host a kickoff meeting with the CEC within two months of the award notice. Over the course of the program implementation period, LA County will hold 11 Critical Project Review (CPR) meetings with CEC staff and will deliver progress reports aligned to those meetings. In addition to CPR meetings, LA County will deliver monthly progress reports. A final meeting will occur in early 2024 prior to the closeout of the program, accompanied by a final program evaluation report. The details of the Blueprint Implementation task and deliverable schedule are enclosed in the Product Schedule attached to this proposal.

BUDGET

LA County requests a total of \$2.5 million from the CEC and proposes \$900,000 in matching funds for this project. The breakdown of labor, benefits, equipment, materials, and indirect costs can be found in the Budget Form. See *Table 7* below for the budget breakdown by project task.

Table 7. Proposed Budget by Project Task

Task	CEC Reimbursable Share	Match Share	Total
1. Administration	\$255,844	0	\$255,844
2. Program Implementation	\$1,744,156	\$900,000	\$2,644,156
3. Streamlining and Standardization of EVSE Permitting	\$300,000	0	\$300,000
4. County MUD EVSE Incentives	\$100,000	0	\$100,000
5. Evaluation	\$100,000		\$100,000
Total	\$2,500,000	\$900,000	3,400,000

LA County will function as the administrator for this project and will issue a solicitation to hire a contractor to carry out the implementation tasks. LACI will carry out a portion of the Streamlining and Permitting work. The proposed expenditures described in this application were calculated based on actual costs from similar installation projects LA County has completed. In the past year, LA County has completed seven EVSE projects ranging from 2 to 27 chargers installed. However, it lacks the financial resources to continue at this pace or achieve County goals as some grants have ended and some funds are no longer available.

Match Funding

There will be two types of match funding for this project, though LA County's EV Program and the SoCalREN Program, for a total of \$900,000 in matched funds. Pairing project incentives from other sources will maximize the impact of CEC grant dollars for the Blueprint implementation and enable inclusion of non-traditional participants. LA County has two major opportunities to leverage other complimentary funding sources: SoCalREN and the recently approved Charge Ready 2 (CR2) program from SCE.

CR2 Project Incentives

LA County proposes to work with participating locations to submit projects to SCE's Charge Ready 2 Program (CR2) which is relaunching in early 2021 with \$428 million to expand charging infrastructure. The County, having already participated in the Charge Ready Pilot, is prepared to

assist other agencies in enrolling projects in the program. CR2 refunds up to 100 percent of the cost for chargers installed at DACs. **We estimate total rebates from the CR2 of \$100,000.**

Most of LA County are customers in SCE utility service territory. The CR2 program goals are closely aligned to LA County's Blueprint and the project team is eager to take advantage of these funds to expand the impact of the Blueprint. Under the CR2 program, \$347 million will be available for make-ready infrastructure across workplaces, MUDs, destination centers, governmental locations and fleets. Similarly, CR2 has \$64 million of approved funding to cover the incremental cost to move a site from "EV capable" status to full installation of operational charging stations. Blueprint implementation presents an excellent opportunity to help SCE meet its deployment goal for make-ready infrastructure. Stations identified and implemented through the Phase II will be ready to meet the parameters of CR2. Similarly, if LA Department of Water & Power (LADWP) funds become available, the County will pursue similar efforts to maximize utility program funds.

MUDs, DACs, and governmental locations will receive priority for installations and the Ombudsman will facilitate and provide guidance on how to direct resources. Our expertise at identifying and reaching the right community sites will enable CR2's success. CR2 offers charging station rebates with a 100 percent incentive for DACs and 50 percent non-DAC MUD sites; 30 percent of DCFCs installed must be in DACs and 25 percent must serve MUD locations. The County is well-positioned to help deploy CR2 funds in order to maximize impact in the highest priority locations. For example, once a site is identified, SoCalREN will assist the site to ensure that it is eligible, registered and ready to receive funds, which is particularly important for DACs and public agencies without capacity to pursue and meet the requirements.

LA County will assess eligibility of EVSE for LCFS credits using both existing fuel pathways and the newly approved EV infrastructure credits. Monetizing LCFS credits will help to meet the State's goals of increasing LCFS enrollment.

SoCalREN

SoCalREN's mission is to bring together a wide variety of services with one common goal: achieving unprecedented levels of energy savings throughout the region. SoCalREN is administered by the LA County and funded by California utility ratepayers under the auspices of the California Public Utilities Commission (CPUC). SoCalREN's Public Agency EE programs offer comprehensive services to public agencies to identify projects that yield electricity and gas savings, overcome common barriers to implementation and deliver EE.

SoCalREN will offer a variety of support services to Program participants including:

- Technical support including facility energy audits, identifying EE improvement measures and performance specifications;
- Development of a Comparative Energy Analysis Report to provide an agency-wide snapshot of building, pumping, and exterior lighting annual energy consumption and cost;
- Consumption benchmarking and ENERGY STAR® Portfolio Manager® assistance;
- Analysis of financing options, financial advisory services, and assistance with rebate, and incentive applications for participation in SCE and SoCalGas programs;
- Proposal and construction support including procurement guidance, performance specification and construction management support, and third-party objective review; and
- Project management and other staff support throughout the EE project.

Table 8 shows **SoCalREN's in-kind match share of \$800,000** detailed in the form of labor and services contributed; values are based on the fair market value of the services provided.

Table 8. SoCalREN Matching Funds

Service	Matching Funds	Description
Project Management	\$7,000	A Project Manager is assigned to each agency to provide customized services. Support includes identifying projects through energy and benchmarking analysis across portfolios of buildings and infrastructure assets. Start-to-finish project-specific support services include project development, coordination of technical services, financial analysis and services support, obtaining project buy-in, successful implementation of measures for any applicable incentives, and celebrating the success of projects with case studies, webinars or workshops.
Audit/ Engineering Calculations	\$14,000	An engineering consultant conducts a targeted energy audit at the facility, providing project cost and energy savings estimates for identified EE measures.
Objective Technical Review	\$5,100	Objective third-party expertise for reviewing technical performance specifications and providing guidance on EE equipment selection when other parties have taken lead on project development.
Utility Incentive Application	\$12,000	Prepare and submit applications for any utility incentives available for each EE project, including leading the management of all related documentation and ensuring utility requirements are satisfied at project completion.
Financial Analysis	\$1,000	The Agency receives a comprehensive analysis with key financial metrics and a project cash flow analysis covering the lifetime of the selected EE measures. The analysis evaluates eligible funding and financing options and helps the agency choose the best method for paying for the project.
Financial Services	\$800	Support in pursuing available external financing options including interest-free On-Bill Financing, the SoCalREN Revolving Savings Fund, external grants, or other financing options.
Procurement Support	\$10,000	Customized services to support the agency's preferred approach. Tailored services include evaluation of options, contract language support, and other agency requirements to move the project forward.
Construction Phase Support	\$10,000	Support to ensure identified savings are realized, including a construction kickoff meeting and the distribution of the construction management roles and responsibilities.
On-site or Enhanced Benchmarking Support	\$4,000	Includes an agency-wide snapshot of building, streetlight, pumping, and exterior lighting annual energy consumption and cost. Helps flag issues and identify opportunities for improvements by highlighting the highest energy users. Support is also offered to fulfill AB802 benchmarking requirements, monitor building energy performance, and establish a record of agency facilities for ENERGY STAR building certification.
Marketing	\$2,800	Development and deployment of communication tools and resources to ensure public agencies are aware of opportunities and participating locations can inform customers of project impacts.
Total	\$800,000 (based on 12 projects)	

PROJECT BENEFITS

Current market and state policies require special focus on providing EV and charging access to low-income families, residents who reside in underserved DACs, and underserved EJ communities including Native American Indian tribes that carry disproportionately higher pollution burdens and are therefore a priority for Blueprint implementation. Phase 1 found that prioritized siting of EVSE in DACs are particularly effective for ensuring resources are equitably distributed

and are being targeted in the right hyperlocal air quality zones. LA County is an important region in which to focus these efforts to help achieve State EV and EJ targets.

LA County is home to more than 140,764 Native American Indian people, more than any other county in the US, making it a priority region due to the concentration of these communities which represents a greater potential impact. Native American Indian people live across LA County, so it would be difficult to attempt to reach this population simply by picking a specific site location. A more productive approach will be to directly engage the Native American Indian community through the Working Groups to ensure that site selection meets the needs of the community. Potential solutions could include installing EVSE at community centers, social service organization locations, and businesses owned and operated by Native Americans.

The primary benefit of Blueprint implementation in LA County is the reduction of harmful air pollution from transportation sources as a result of internal combustion engine vehicle replacement with EVs. As discussed previously in this proposal, LA County consistently has the worst air quality rates in the country and DACs are disproportionately impacted by the pollution burden of transportation related emissions and the costly public health impacts of persistent bad air quality exposure. Because this pollution is local, the installation of EVSE and the deployment of more EVs in DACs will directly reduce pollution by attracting and enabling the increased use of EVs. Other policies and programs are needed to address major sources of transportation-related emissions such as curbing heavy-duty trucking corridors in EJ communities, increasing fleet replacement for diesel trucks, reducing idling on streets, and increasing public transportation options. Existing standard methodologies will measure the environmental health benefits, and CalEnviroScreen scores will track air quality improvement in specific DACs.

The Blueprint Implementation will also have direct and indirect economic benefits to DACs. Through the procurement process, local green jobs will be created when developers are hired for EVSE siting, installation and operation. The County will prioritize vendors and contractors of women-, minority-, and veteran-owned businesses. Because priority will be given to publicly accessible sites including commercial and residential areas, EVSE availability will attract new consumer demand for restaurants, local businesses, and other services located near EVSE while customers charge their vehicles. The direct and indirect economic benefits will be measured through project reporting and survey techniques. The implementation team will record and track the number of green jobs either created or utilized for installations, program funds allocated to women-, minority-, and veteran-owned vendors, and other critical metrics that may be discovered throughout the course of implementation. Additionally, the team will conduct pre- and post-surveys of EVSE site host businesses to measure the economic impact of EVSE availability, including revenues from EVSE operations and new business resulting from EV drivers patronizing nearby businesses.

One of the biggest challenges to adding the volume of chargers needed to meet sustainability goals is the demand placed on the grid. LA County has a master agreement with PowerFlex which has a system that is able to shift the kW dispatched to each vehicle over the course of the day across the network to meet each user's requirements without using more electricity than is necessary to charge all of the cars. This system can be especially beneficial to departments that want to provide a service to EV users without increasing their demand charges, and without shifting to a demand response (DR) electricity rate if they participate in a DR program. PAs participating in the program will not be required to use PowerFlex, but will be informed through the Ombudsperson about the benefits of advanced charging technology and encouraged to use a similar system to ensure grid stability.

LOCAL GOVERNMENT PARTICIPATION

Local governments and other related stakeholders were essential voices in shaping the Phase I Blueprint findings that informed this proposal. In spring 2019, LA County EV Ready Blueprint partner LACI conducted a focus group discussion with companies that focus on the installation of EVSE to better understand common interconnection challenges and barriers, learning that the design phase between EVSE companies and a utility can often take upwards of a year, proving a significant challenge to bringing an installment to reality. Similarly, in fall of 2018, LACI conducted a Request for Information together with CARB, the CEC and the Ports of Los Angeles and Long Beach on the state of zero emissions trucks, infrastructure and pilot projects for goods movement (medium- and heavy-duty trucks). One of the most often cited barriers from the respondents is the unpredictable and lengthy timeline for permitting and interconnection. It will be necessary to streamline these processes across the board in order to rapidly accelerate adoption of EVs.

LACI first convened the TEP in 2018 with LA County, LA City, regional utilities, state regulators and industry leaders to accelerate transportation electrification and zero emissions goods movement in the greater LA region in advance of the 2028 Olympic and Paralympic Games. LACI and the 30 members⁵ of the Partnership have set ambitious goals, including installation of 84,000 public and workplace chargers in LA County, and up to 95,000 chargers for goods movement, all by 2028. This will require collaboration among regional stakeholders and a clear focus on streamlining the permitting and interconnection processes for EV charging infrastructure.

A major component of the County's readiness assessment is external stakeholder engagement and local government participation to ensure the Blueprint is replicable and consistently implemented across the region. There are many strategies to achieve the same goal when it comes to municipal governments and local agencies engaging in EV readiness planning. For example, to require or incentivize the pre-wiring at new developments, local governments can enforce through building codes, parking code, a zoning amendment, or simply by adopting a policy and use that is a basis for negotiations during discretionary review. Most local governments have not done much in this space, whether it be through ordinances or through fleet planning. Our team will cast a broad net and be selective about government staff interaction to focus on the most promising information.

Implementation will be informed through multiple sector-specific Working Groups established and coordinated by the Ombudsman, who will be the central clearinghouse and focal point for all coordination and stakeholder group management. We will emphasize local government participation and stakeholder engagement as critical channels for aligning policies, streamlining processes and codes, representing unique agency needs, and deploying capital in the right places. These efforts will prioritize underrepresented voices in decision-making by PAs, with a focus on DACs including Native American Indian tribes. The Working Groups have been identified to reflect sectors that align with the Blueprint:

- **Governance Working Group** of municipalities and Councils of Government (or COGs), Ports, Tribal Governments, and Special Districts;

⁵ Transportation Electrification Partnership members include: LACI, County of Los Angeles, City of Los Angeles, CARB, LADWP, LA Metro, SCE, BMW Group, Engie Impact, Itron, PCS Energy, AMPLY Power, Audi of America, BYD, Greenlots, Nissan of North America, Proterra, Southern California Public Power Authority, Tesla, Clean Power Alliance, Culver City, Inglewood, International Brotherhood of Electrical Workers, National Electrical Contractors Association, Metrolink, Santa Monica, Burbank Water & Power, Glendale Water & Power, Pasadena Water & Power, and East Bay Community Energy. CEC Commissioner Patty Monahan is an informal advisor to the Partnership.

- **Private Sector/Market-based Group** comprised of vehicle and EVSE manufacturers, lenders, economic development commissions, mobility-on-demand services such as Uber and Lyft, labor and transit advocates, and DACs;
- **Energy-Sector Working Group** enrolling the incumbent Investor-Owned Utilities, key Publicly-Owned Utilities, Community Choice Aggregation Authority/ies, distributed energy entities, DACs, and environmental justice and clean energy advocates;
- **Real Estate Working Group** of building owners and managers, real estate trade organizations and representatives, foundations (such as the US Green Building Coalition), developers, low-income housing advocates, and representatives from DACs; and
- **Community Development Working Group** or community-based organizations, workforce training institutions, redevelopment and affordable housing experts, and non-profits with a focus on Native American Indian social services groups.

Rather than designating a special group for DACs and underrepresented communities, DAC representation is enforced in every working group to maintain focus on equity-based goals. We anticipate specialized facilitation of the Private Sector/Market-Based Solutions Working Group to ensure all relevant actors (economic development commissions, vehicle and infrastructure manufacturers, equity and PA infrastructure investment reps, union representation, etc.) are actively engaged to provide a robust survey and suite of proposals and recommendations that contribute entrepreneurial incentives, and solutions and financing mechanisms to regulatory, policy, and local law mandates. We will engage other key stakeholders with complementary efforts including LACI's TEP.

TEAM QUALIFICATIONS AND EXPERIENCE

We propose a team of dedicated professionals with expertise in EV program design and implementation who are ingrained with local issues and have the capacity to provide clear direction and coordination through the program duration. Each proposed specialist has a key area of expertise to benefit this program implementation. LA County's core team members are presented below and resumes for County staff are attached to this proposal.

- **Minh Le, General Manager and Project Manager**, has over 20 years of experience in the energy sector, spanning private, local and federal government including the US Department of Energy and the Executive Office of the President. He currently oversees the Energy and Environmental Services within the Internal Services Department, which develops programs for municipal operations and in the LA County region; manages the County's \$200 million annual energy/utilities budget for internal operations, eEE programs, and power generation facilities; and implements regional programs for governments and private property owners utilizing statewide utility program funding. He will be the Project Manager and oversee implementation of the proposed project managing the key Lead Program Managers and Grant Administration Manager.
- **Lujana Medina, Lead Program Manager**, has over 15 years of energy and regulatory experience implementing and managing programs. She currently manages SoCalREN, a government administered energy program helping achieve unprecedented levels of energy savings across Southern California to residents, business owners and public agencies.
- **Laura A Iannaccone, Co-Lead Program Manager**, is a self-motivated professional with over 20 years of experience in sustainable development, energy management, international environmental policy, education, outreach, and community development. She has experience at the multilateral, local government, non-governmental, and community levels in the US, Jamaica, China and Cambodia.

- **Ana Rosales, Grant Administration Manager**, is an accomplished management professional with over 15 years of experience leading operations in the public sector. She has an focus on contracting and procurement, budget creation and tracking, contract and grant management, as well as grant acquisition and administration. She managed and administered over \$65 million in American Recovery and Reinvestment Act (ARRA) grants. She will ensure cost control of the approved grant budget and that each Lead Program Manager will track their project budgets on a monthly basis.
- **Julie Tan, EE Program Manager**, is a results-driven management professional certified in Digital Transformation. She currently leads SoCalREN's Public Sector Programs and Evaluation, Measurement, and Verification function. She has relationships with over 155 public agencies and has helped lead communities towards a safe, resilient, affordable and sustainable clean energy future. She will oversee the EE support services as part of SoCalREN's in-kind match share to help couple EE retrofits with EVSE installations.
- **Jennifer Caron, EVSE Program Manager**, has over 12 years of experience in the energy and environmental sectors building and leading cross-disciplinary teams that develop, improve, and implement statewide and regional programs. Jennifer will oversee the EVSE installation efforts and ensure that the contractors deliver tasks on time while meeting the needs of our PA partners.

Contributing Partners

The project team is supported by contributing partners: [LACI](#), the [SoCalREN](#), and [PowerFlex](#), whose roles have been highlighted throughout this narrative.



NOTICE OF PROPOSED AWARDS

Grant Solicitation, GFO-19-603

EV Ready Communities Challenge Phase II- Implementation

September 13, 2021

On August 12, 2020, the California Energy Commission (CEC) released a grant solicitation and application package entitled "Electric Vehicle Ready Communities Challenge Phase II – Blueprint Implementation Solicitation." This competitive grant solicitation was to fund implementation projects developed and identified in Phase I, Blueprint Development, of the Electric Vehicle (EV) Ready Communities Challenge.

The attached table "Revised Notice of Proposed Awards," identifies each applicant selected and recommended for funding by CEC staff and includes the amount of recommended funding and score.

The CEC added funds to this solicitation and is revising this NOPA as follows:

- 1) Award and fully fund 3 additional projects that passed solicitation scoring, but were not funded due to lack of available funds.
- 2) Add funds to 1 project that was partially awarded, but was not fully funded due to lack of available funds.
- 3) Revise Total Proposed Awards to include additional projects and Total Match Proposed amount which was incorrectly tabulated on previous NOPA.

The attached table, "Revised Notice of Proposed Awards," reflects these changes using strikethrough and bold/underline.

The proposed awards resulting from this solicitation are contingent upon approval at a publicly noticed CEC business meeting and execution of a grant agreement. The CEC reserves the right to negotiate with applicants to modify the project scope, the level of funding, or both. If the CEC is unable to successfully negotiate and execute a funding agreement with an applicant, the CEC, at its sole discretion, reserves the right to cancel the pending award and fund the next eligible application.

NOPA GFO-19-603
September 13, 2021
Page 2

This notice is being mailed to all parties who submitted an application to this solicitation and is also posted on the CEC's website at:
<http://www.energy.ca.gov/contracts/index.html>.

Questions and debriefing requests should be directed to:

Brad Worster, Commission Agreement Officer
California Energy Commission
715 P Street, MS-18
Sacramento, CA 95814
E-mail: Brad.Worster@energy.ca.gov

California Energy Commission
Clean Transportation Program
Solicitation GFO-19-603
EV Ready Communities Phase II- Blueprint Implementation
Revised Notice of Proposed Awards
September 13, 2021



Textual content contained within brackets are removed.

Group 1 -- Proposed Awards

Proposal Number	Applicant	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
3	Contra Costa Transportation Authority	From Roadmap to Reality: Securing Contra Costa's Electric Mobility Future	\$2,467,067	\$2,467,067	\$842,684	84.6%	Awardee
<u>2</u>	<u>San Francisco Department of the Environment</u>	<u>Implementing San Francisco's Community EV Blueprint and Accelerating EV Adoption</u>	<u>\$2,392,473</u>	<u>\$2,392,473</u>	<u>\$1,013,198</u>	82.8%	<u>Awardee</u>
Subtotal:			[\$2,467,067] <u>\$4,859,540</u>	[\$2,467,067] <u>\$4,859,540</u>	[\$842,684] <u>\$1,855,882</u>		

Group 1 -- Passed But Not Funded

Proposal Number	Applicant	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
{2}	{San Francisco Department of the Environment}	{Implementing San Francisco's Community EV Blueprint and Accelerating EV Adoption}	{ \$2392473 }	{ \$0 }	{ \$1013198 }	{ 82.8% }	{ Finalist }
6	City of Santa Clara	City of Santa Clara Phase II EV Blueprint Implementation	\$2,500,000	\$0	\$2,305,676	78.5%	Finalist
Subtotal:			[\$7,284,946] <u>\$2,500,000</u>	[\$0] \$0	[\$4,332,072] <u>\$2,305,676</u>		

Group 2 -- Proposed Awards

Proposal Number	Applicant	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
1	City of Sacramento	Sacramento Electric Vehicle (EV) Blueprint Phase 2 - Implementation	\$1,825,418	\$1,825,418	\$1,082,957	84.0%	Awardee
<u>2</u>	<u>Kern Council of Governments</u>	<u>Kern County EV Charging Station Blueprint Implementation</u>	<u>\$2,500,000</u>	[\$707,515] <u>\$2,500,000</u>	<u>\$939,977</u>	81.3%	<u>Awardee</u>
Subtotal:			[\$1,825,418] <u>\$4,325,418</u>	[\$1,825,418] <u>\$4,325,418</u>	[\$1,082,957] <u>\$2,022,934</u>		

Group 3 -- Proposed Awards

Proposal Number	Applicant	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
8	Ventura County Regional Energy Alliance	Ready, Set, Go Electric Ventura County	\$2,500,000	\$2,500,000	\$1,434,248	82.6%	Awardee
<u>5</u>	<u>City of Long Beach Harbor Department (Port of Long Beach)</u>	<u>Blueprint Phase II: REimagining Vehicle Utilization at the Port (REV-UP)</u>	<u>\$2,500,000</u>	<u>\$2,500,000</u>	<u>\$860,942</u>	81.9%	<u>Awardee</u>
<u>4</u>	<u>County of Los Angeles</u>	<u>LA County's EV Ready Disadvantaged Communities (ECDAC) Program</u>	<u>\$2,500,000</u>	<u>\$2,500,000</u>	<u>\$900,000</u>	81.3%	<u>Awardee</u>
Subtotal:			[\$2,500,000] <u>\$7,500,000</u>	[\$2,500,000] <u>\$7,500,000</u>	[\$1,434,248] <u>\$3,195,190</u>		

Group 3 -- Passed But Not Funded

Proposal Number	Applicant	Project Title	Funds Requested	Proposed Award	Match Amount	Score	Recommendation
{5}	{City of Long Beach Harbor Department (Port of Long Beach)}	{Blueprint Phase II: REimagining Vehicle Utilization at the Port (REV-UP)}	{ \$2,500,000 }	{ \$0 }	{ \$860942 }	{ 81.9% }	{ Finalist }
4	County of Los Angeles	LA County's EV Ready Disadvantaged Communities (ECDAC) Program	{ \$2,500,000 }	{ \$0 }	{ \$900000 }	{ 81.3% }	{ Finalist }
Subtotal:			[\$5,000,000] <u>\$0</u>	[\$0] \$0	[\$1,760,942] <u>\$0</u>		

Total Funds Requested	Total Proposed Awards	Total Match Proposed
\$19,184,958	[\$7,500,000] <u>\$16,684,958</u>	[\$9,379,682] <u>\$7,074,006</u>

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	11/3/2021	
BOARD MEETING	11/23/2021	
DELEGATED AUTHORITY BOARD LETTER	X Yes <input type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	First Supervisorial District	
DEPARTMENT	Executive Office of the Board	
SUBJECT	Fish and Wildlife Propagation Fund Grant Awards	
PROGRAM	Los Angeles County Chicano Employees Association (LACCEA) Scholarship Foundation Little Fisherman Program	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes X No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$1,500	Funding source: LA County Fish and Wildlife Propagation Fund
	TERMS (if applicable): N/A	
	Explanation: LA County Fish and Wildlife Propagation Fund is financed from a percentage of penalty assessments collected relating fish and game code violations in Los Angeles County.	
PURPOSE OF REQUEST	To purchase fishing gear and supplies, for the Little Fisherman program event where local children and their families will experience fishing and overnight camping at Santa Fe Dam.	
BACKGROUND (include internal/external issues that may exist)	N/A	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Rhonda Rangel, Assistant Chief, Commission Services 323-528-6318 work cell rrangel@bos.lacounty.gov 	

OFFICERS

LEE WAX
Chairman

JOHN RESICH
Vice Chairman

MEMBERS

JAMES W. ETTER



COUNTY OF LOS ANGELES
FISH AND WILDLIFE COMMISSION
Kenneth Hahn Hall of Administration
500 West Temple Street, B-50, Los Angeles, CA 90012
(213) 974-1431 Fax (213) 633-5102

November XX, 2021

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

Dear Supervisors:

**FISH AND WILDLIFE PROPAGATION FUND GRANT AWARDS
(FIRST SUPERVISORIAL DISTRICT)
(3-VOTES)**

SUBJECT:

Recommend approval to award grant funds from the Fish and Wildlife Commission Propagation Fund to the Los Angeles County Chicano Employees Association (LACCEA), to support the LACCEA Scholarship Foundation Program.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Fish and Wildlife Propagation Fund Grant request in the amount of \$1,500, to support LACCEA Scholarship Foundation Little Fisherman program event.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Commission has determined that the grant request will promote education, conservation and the propagation of fish and wildlife thus benefiting Los Angeles County and the State of California.

At its meeting held on July 28, 2021, the Los Angeles County Fish and Wildlife Commission approved a grant request from the LACCEA Scholarship Foundation, in the amount of \$1,500 to purchase fishing gear and supplies, for the Little Fisherman program event. Local children and their families will experience fishing and overnight camping for the first time. All children will receive fishing poles, fishing lessons, blankets, camping supplies, snacks and will participate in arts and crafts. The event is scheduled to be held in the 2021 Calendar Year at Santa Fe Dam.

In addition, since 1969 LACCEA has fought for its members, advocating for policies and issues benefiting the Latino community. LACCEA provides legal representation to its members in areas involving County policy, promotions, discipline, and administrative proceedings. LACCEA offers representation to County employees who are covered by a Union or who are not represented, such as managers, and they fight against unfair restrictions on the awarding of bilingual compensation.

Since 1952, the Fish and Wildlife Commission has supported activities and projects that promote the best methods for the propagation and protection of fish and wildlife in the State of California and County of Los Angeles.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The provision of funding for this event is consistent with the County's Strategic Plan Goal No. 2 (Foster Vibrant and Resilient Communities). LACCEA provides opportunities to residents within the community to participate in the program, thereby, enhancing the propagation, protection and restoration of fish and wildlife.

FISCAL IMPACT/FINANCING

There is no impact to the General Fund. The approved expenditure will be charged to the Fish and Wildlife Propagation Fund, which has sufficient funds to cover the cost. The Los Angeles County Fish and Wildlife Propagation Fund is financed from a percentage of penalty assessments collected relating to fish and wildlife code violations in Los Angeles County.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Section 13100 et seq. of the Fish and Game Code establishes guidelines for the expenditure of fines levied for fish and game code violations. It includes enhancing fish and game activities including protection, conservation, propagation, and preservation of fish and wildlife.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This Board action enhances the education, conservation and the propagation of fish and wildlife thus benefiting Los Angeles County and the State of California.

Respectfully submitted,

Lee Wax
Chairman

LW:rs

Attachments

c: Chief Executive Officer
Executive Officer, Board of Supervisors

OFFICERS

LEE WAX, JR.
Chairperson

JOHN RESICH
Vice-Chairperson

MEMBERS
JAMES W. ETTER



COUNTY OF LOS ANGELES FISH AND WILDLIFE COMMISSION

LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION INFORMATION FOR GRANT APPLICANTS

THE COMMISSION

The Los Angeles County Fish and Wildlife Commission is an advisory body for the Los Angeles County Board of Supervisors and the Fish and Wildlife Warden regarding the propagation and protection of fish and wildlife in Los Angeles County and the State of California. It was created by authority of a resolution adopted February 26, 1952 under Chapter 3.26 and Chapter 6.44 of the [Los Angeles County Code](#). The Commission administers and makes recommendations for the disbursement of funds received from fines for violations of the Fish and Wildlife Code within the County of Los Angeles. Grant making is based on the availability of funds, geographical and categorical considerations and a thorough evaluation of the information provided by applicants. The Commission meets quarterly, but grant applications may be submitted at any time.

POLICY AND OBJECTIVES

The policy of the Los Angeles County Fish and Wildlife Commission is to encourage the conservation and maintenance of wildlife resources in conjunction with Sections [1801](#) and [13103](#) of the California Fish and Wildlife Code. This policy includes the following objectives:

- To enhance Fish and Wildlife activities including propagation, protection and restoration
- To support Fish and Wildlife projects
- To further Research and Education in areas related to Fish and Wildlife

APPLICATION SUBMISSION REQUIREMENTS

Non-profit organizations with an IRS 501 (c) (3) tax-exempt status or a purpose consistent with the definition of 501 (c) (3) status are eligible to apply.

Project/Program Must Clearly Qualify For Funding Under Section 13103 of the California Fish and Wildlife Code - (Please Refer to Attachment A). Projects funded under this Section must be expended for the propagation and conservation of fish and game within or outside the County.

Completed applications must be submitted via e-mail to Fish&Game@bos.lacounty.gov or to the following address:

LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION
500 WEST TEMPLE STREET, ROOM B-50
LOS ANGELES, CALIFORNIA 90012

Supervisory District representatives, County Department and/or Organization must attend and make a presentation at the Commission meeting, as notified, in order to have their grant application considered.

APPLICATION EVALUATION CRITERIA

Applications must include all of the information and materials requested on the attached Grant application for consideration by the Commission. If additional space is required, please use 8½ x11 paper.

Revised 8/3/16

* * *

**LOS ANGELES COUNTY FISH AND WILDLIFE
COMMISSION**

GRANT APPLICATION TITLE PAGE

TITLE OF PROJECT/PROGRAM LACCEA Little Fisherman

NAME OF ORGANIZATION LACCEA Scholarship Foundation
[As it appears on (501)(c)(3) IRS Letter]

ADDRESS 1848 N. Allen Ave

CITY Pasadena STATE CA ZIP CODE 91104

TELEPHONE NUMBER 626.365.1592 FAX 626.365.1591

AMOUNT REQUESTED 1500.00

BOARD CHAIRPERSON John Villa

EXECUTIVE DIRECTOR Carlos Coronado

CONTACT PERSON Penny Arroyo

TITLE General Manager

TELEPHONE NUMBER(S) 626.755.1636 cell or 626.365.1592

AUDITED TOTAL INCOME 924,599 AUDITED TOTAL EXPENSES 828,340

FOR FISCAL YEAR BEGINNING July 1, 2019 AND ENDING June 30, 2020

 
SIGNATURE OF BOARD CHAIRPERSON DATE

Note: Please complete this title page and attach all grant application materials prior to submission. If you have any questions, you may contact the Fish and Wildlife Commission staff at (213) 974-1431.

For all areas that are not applicable, please indicate N/A in the area.

One Page Project Summary

The organizations goal is to secure funding for fishing gear & supplies for local children to experience fishing and overnight camping. The Santa Fe Dam is a safe environment for families and children to enjoy nature, some who are experiencing the outdoors for the very first time. LACCEA would used the funds to provide fishing equipment and various camping gear, for underprivileged families, ensuring their experience is comfortable and memorable. Previous program reports indicate 40% of the attendees are unprepared and unexperienced, as first time campers. The camping supplies purchased can be reused for future similar events. In addition our Board of Directors and volunteers will provide fishing tips, secure an area for arts & crafts and provide child friendly camp activities.

Background on Applicant:

Purpose and goals:

The Purpose is to provide tools, advice and activities to families who are unfamiliar and or have never experienced camping and fishing. This one time adventure could be an experience of disaster or one that will be an on going family experience. We would like to be part of the reason, families make this event a tradition.

Many of our Board Members are Probation Officers and have seen what limited family interactions lead to. I've personally seen the excited look on a child's face at doing something so simple, that we take for granted, like fishing or camping.

Brief summary of current activities:

Distribute children's size fishing poles
Distribute teen size fishing poles
Provide basic individual and group fishing lessons
Provide blankets and camping supplies to those in need
Provide arts & crafts
Host an evening of snacks, singing and camp stories

Geographic area served:

San Gabriel Valley (Duarte, Baldwin Park, Irwindale, El Monte and surrounding areas)

Major sources and dollar amount of corporate, foundation and government support during current and past fiscal year:

None due to COVID 19

History of all grants received from the Los Angeles County Fish and Wildlife Commission:

None to date

Project Information

Statement of justification of need:

Our assessment indicates over 40% of Santa Fe Dam Moonlight Camp attendees do not have the proper equipment, tenting, blankets and first aid supplies. Many children from low-income families rarely experience life outside their immediate neighborhood. We find value participating in program that gives a family the opportunity to discover the outdoors, without electronic device activities. The impact and affect of a child, experience camping for example, with children who have had similar experiences, is huge. Self worth and self esteem is so important for children, providing the confidence to communicate with classmates. The results of our efforts will touche on so many personal, mental and social areas for children and families.

Statement of purpose and goals:

To enhance the opportunity and exposure of activities outdoors. It's simplicity at it's best, it's equality for children who will can share and communicate this experience with classmates and neighbors. LACCEA would like to promote County programming, expose families and children to outdoors and services in the community.

Action plan to meet objectives:

Organized Programming - For children and parents
Provide Equipment & Lessons - For children and parents
Provide Camping Assistance - For children and parents

Statement of how the objectives advance the propagation and protection of fish and wildlife:

Providing the tools and lessons will to teach children and families about respecting wildlife and engaging will bring an understanding of how to handle fish, tactics and enjoying the process of their surrounding.

Project budget and timetable:

Request - \$1500

Attendees - 1500 (of various ages)

Youth Fishing Rods - \$300

Teen Fishing Rods - \$300

Fishing Hooks/Bait - \$100

Camping Supplies - \$500

Craft, Snacks, Etc. - \$300

Sources of other support for project:

LACCEA Foundation - \$200

City Club of Los Angeles - Pending

Go Fund Me Page - Set Up to support first time camping & fishing experience for children

Current status of project:

Event Date - Friday, August 27, 2021
Location - Santa Fe Dam - Irwindale
Program - Moonlight Fishing and Camp Out

Cash flow analysis of the expenditure of project funds:

All funds collected will be tracked using Quickbooks
A program account for income and expenses has been created
Accounting reports can be printed on request

Proposed method of evaluating results:

The outcomes will be evaluated based on number of children and family members serviced
Number of volunteers attended and assisted on the day of
An evaluation sheet - noting indicators will assist with evaluations

Plans for funding on-going project (if applicable):

Plans for this program to be an annual event, providing services to those in need and volunteer opportunity to our Board of Directors and Membership.

Please attach the following supporting documents, if applicable:

- Copy of the Latest IRS Determination Letter of Tax Exempt Status under Section 501(c) (3)
- Organization's Most Recent Audited Financial Statement
- Organization's Most Recent IRS Form 990

ATTACHMENT A

CALIFORNIA FISH AND WILDLIFE CODE

§ 13103. Expenditures from fish and wildlife propagation fund; purposes

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.

- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Cost incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

(Amended by Stats.1990, c 764 (A.B. 4039), § 3; Stats.1991, c. 561 (A.B.722), § 2.)



**VIRTUAL
STATEMENT OF PROCEEDINGS FOR THE REGULAR
MEETING OF THE
LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION**

<http://fishandgame.lacountycommissions.info>

Wednesday, July 28, 2021

11:00 AM

1. Presentation and consideration of a grant request from the Los Angeles County Chicano Employees Association (LACCEA) Scholarship Foundation in the amount of \$1,500 to purchase fishing gear and supplies for the LACCEA Little Fisherman event, where local children will experience fishing and overnight camping, scheduled to be held Saturday, August 27, 2021 at Santa Fe Dam.

- Penny Arroyo, General Manager, LACCEA Scholarship Foundation (21-2621)

Penny Arroyo provided an overview of the LACCEA Little Fisherman event, sharing participant experience and knowledge as it relates to camping and fishing, and their background. She stated if granted, the funds would purchase camping and fishing gear to be loaned to participants and returned to make it available to future participants. The equipment would serve as an educational opportunity to expose underprivileged members of the community to an introduction of the outdoors, wilderness and fishing.

On motion of Commissioner James W. Etter, seconded by Vice Chairperson John Resich, the Commission approved LACCEA grant request in the amount of \$1,500, to be taken from the Los Angeles County Fish and Wildlife Commission Propagation Trust Fund account, with the following vote:

Ayes: 2 - Vice Chair John Resich and Commissioner James W. Etter

Abstention: 1 - Chair Lee Wax

Attachments: [SUPPORTING DOCUMENT](#)
[PUBLIC COMMENT/CORRESPONDENCE](#)

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	11/3/2021	
BOARD MEETING	11/23/2021	
DELEGATED AUTHORITY BOARD LETTER	X Yes <input type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	Fifth Supervisorial District	
DEPARTMENT	Executive Office of the Board	
SUBJECT	Fish and Wildlife Propagation Fund Grant Awards	
PROGRAM	Animal Tracks, Inc.	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes X No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$10,000	Funding source: LA County Fish and Wildlife Propagation Fund
	TERMS (if applicable): N/A	
	Explanation: LA County Fish and Wildlife Propagation Fund is financed from a percentage of penalty assessments collected relating fish and game code violations in Los Angeles County.	
PURPOSE OF REQUEST	To offset nutrition, medicine, and veterinary medical supply costs for animals at the Animal Tracks Habitat. Animal Tracks, Inc., mission is to take in wild and exotic animals that cannot be released back into the wild and give them a permanent protective home.	
BACKGROUND (include internal/external issues that may exist)	N/A	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Rhonda Rangel, Assistant Chief, Commission Services 323-528-6318 work cell rrangel@bos.lacounty.gov 	

OFFICERS
LEE WAX
Chair
JOHN RESICH
Vice-Chair

MEMBERS
JAMES W. ETTER



COUNTY OF LOS ANGELES
FISH AND WILDLIFE COMMISSION
Kenneth Hahn Hall of Administration
500 West Temple Street, B-50, Los Angeles, CA 90012
(213) 974-1431 Fax (213) 633-5102

November XX, 2021

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

Dear Supervisors:

**FISH AND WILDLIFE PROPAGATION FUND GRANT AWARD
(FIFTH SUPERVISORIAL DISTRICT)
(3-VOTES)**

SUBJECT

Recommend approval to award grant funds from the Los Angeles County Fish and Wildlife Commission Propagation Fund to the Animal Tracks, Inc. (AT), during the calendar year 2021.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Fish and Wildlife Propagation Fund Grant request in the amount of \$10,000 to support the work of the Animal Tracks, Inc.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Commission has determined that the grant request will promote education, conservation and the propagation of fish and wildlife thus benefiting Los Angeles County and the State of California.

To enrich lives through effective and caring service

At its meeting held on June 21, 2021, the Los Angeles County Fish and Wildlife Commission approved a grant request from the AT, in the amount of \$10,000 to offset nutrition, medicine, and veterinary medical supply costs for animals at the Animal Tracks Habitat.

Animal Tracks, Inc., mission is to take in wild and exotic animals that cannot be released back into the wild and give them a permanent protective home. AT completes its mission through "edutainment" (educating with fun facts) with local schools, camps, Veteran Administration facilities, etc. Animals come into their care for a variety of reasons, such as abuse and neglect, after having retired from the entertainment industry, from prior exotic pet owners who realize that they do not have the resources to provide adequate care for the animal, through confiscation or relinquishment, or when they are displaced as a result of natural disasters.

Animal Tracks, Inc. strives to educate the public through outreach and up-close animal encounters, while providing a safe and happy home for animals that cannot be returned to their natural habitats. The animals get to live in habitats that are created just for them, with the proper nutrition, excellent health care and loving human interactions.

The grant requested will help support AT's ability to provide appropriate nutrition and medicine to meet the demand for services in 2021 and help propagate future generations of local wildlife.

Since 1952, the Commission has supported activities and projects that promote the best methods for the propagation and protection of fish and wildlife in the State of California and County of Los Angeles.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The provision of funding for this event is consistent with the County's Strategic Plan Goal No. 2. (Foster Vibrant and Resilient Communities – Prioritize Environmental Health Oversight and Monitoring). The AT provides treatment and rehabilitation to exotic animals preserving their health and well-being that enhances the propagation, protection and restoration of wildlife.

FISCAL IMPACT/FINANCING

There is no impact to the General Fund. The approved expenditure will be charged to the Fish and Wildlife Propagation Fund, which has sufficient funds to cover the cost. The Los Angeles County Fish and Wildlife Propagation Fund is financed from a percentage of penalty assessments collected relating to Fish and Game code violations in Los Angeles County.

Honorable Board of Supervisors
November XX, 2021
Page 3

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Section 13100 et seq. of the Fish and Game Code establishes guidelines for the expenditure of fines levied for fish and game code violations. It includes enhancing fish and wildlife activities including protection, conservation, propagation, and preservation of fish and wildlife.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This Board action enhances the education, conservation and the propagation of fish and wildlife thus benefiting Los Angeles County and the State of California.

Respectfully submitted,

Lee Wax
Chair

LW:rs

Attachments

c: Chief Executive Officer
Executive Officer, Board of Supervisors

OFFICERS

LEE WAX, JR.
Chairperson

JOHN RESICH
Vice-Chairperson

MEMBERS

JAMES W. ETTER



COUNTY OF LOS ANGELES FISH AND WILDLIFE COMMISSION

LOS ANGELES COUNTY FISH AND WILDLIFE COMMISSION INFORMATION FOR GRANT APPLICANTS

THE COMMISSION

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APPLICATION EVALUATION CRITERIA

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Revised 8/3/16

* * *

**LOS ANGELES COUNTY FISH AND WILDLIFE
COMMISSION**

GRANT APPLICATION TITLE PAGE

TITLE OF PROJECT/PROGRAM_____

NAME OF ORGANIZATION_____

[As it appears on (501)(c)(3) IRS Letter]

ADDRESS_____

CITY_____STATE_____ZIP CODE_____

TELEPHONE NUMBER_____FAX_____

AMOUNT REQUESTED_____

BOARD CHAIRPERSON_____

EXECUTIVE DIRECTOR_____

CONTACT PERSON_____

TITLE_____

TELEPHONE NUMBER(S)_____

AUDITED TOTAL INCOME_____AUDITED TOTAL EXPENSES_____

FOR FISCAL YEAR BEGINNING_____AND ENDING_____


SIGNATURE OF BOARD CHAIRPERSON

DATE

Note: Please complete this title page and attach all grant application materials prior to submission. If you have any questions, you may contact the Fish and Wildlife Commission staff at (213) 974-1431.

For all areas that are not applicable, please indicate N/A in the area.

One Page Project Summary

Background on Applicant:

Purpose and goals:

Brief summary of current activities:

Geographic area served:

Major sources and dollar amount of corporate, foundation and government support during current and past fiscal year:

History of all grants received from the Los Angeles County Fish and Wildlife Commission:

Project Information

Statement of justification of need:

Statement of purpose and goals:

Action plan to meet objectives:

Statement of how the objectives advance the propagation and protection of fish and wildlife:

Project budget and timetable:

Sources of other support for project:

Current status of project:

Cash flow analysis of the expenditure of project funds:

Proposed method of evaluating results:

Plans for funding on-going project (if applicable):

Please attach the following supporting documents, if applicable:

- Copy of the Latest IRS Determination Letter of Tax Exempt Status under Section 501(c) (3)
- Organization's Most Recent Audited Financial Statement
- Organization's Most Recent IRS Form 990

ATTACHMENT A

CALIFORNIA FISH AND WILDLIFE CODE

§ 13103. Expenditures from fish and wildlife propagation fund; purposes

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

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- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.

- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Cost incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

(Amended by Stats.1990, c 764 (A.B. 4039), § 3; Stats.1991, c. 561 (A.B.722), § 2.)



VIRTUAL
STATEMENT OF PROCEEDINGS FOR THE REGULAR
MEETING OF THE
LOS ANGELES COUNTY FISH AND WILDLIFE
COMMISSION

<http://fishandgame.lacountycommissions.info>



Monday, June 21, 2021

10:00 AM

AUDIO LINK FOR THE ENTIRE MEETING.

Attachments: [AUDIO](#)

Call to Order.

Chairperson Lee Wax called the meeting to order at 10:10 a.m.

Roll Call.

Roll call was performed by staff.

Present: Chairperson Lee Wax, Vice Chairperson John Resich and
 Commissioner James W. Etter

I. ADMINISTRATIVE MATTER

1. Presentation and consideration of a grant proposal from the Animal Tracks (AT) in the amount of \$10,000, to ensure AT's ability to provide outreach and education to the public of the threat to wildlife through human-wildlife interactions.

Ms. Stacy Gunderson Director, Animal Tracks, Inc. (AT), provided an overview of AT's mission and services. She stated that AT's mission is to take in wild and exotic animals that cannot be released back into the wild and give them a permanent protective home. We complete our mission through "edutainment" (educating with fun facts) with our local schools, camps, Veteran Administration facilities, etc. Animals come into our care for a variety of reasons, such as abuse and neglect, after having retired from the entertainment industry, from prior exotic pet owners who realize that they do not have the resources to provide adequate care for the animal, through confiscation or relinquishment, or when they are displaced as a result of natural disasters.

Ms. Gunderson also stated that AT strives to educate the public through

outreach and up-close animal encounters, while providing a safe and happy home for animals that cannot be returned to their natural habitats. The animals get to live in habitats that are created just for them, with the proper nutrition, excellent health care and loving human interactions.

On motion of Vice Chairperson John Resich, seconded by Chairperson Lee Wax, the Commission approved AT grant request in the amount of \$10,000, to be taken from the Los Angeles County Fish and Wildlife Commission Propagation Fund, with the following vote:

Ayes: 3 - Chairperson Lee Wax, Vice Chairperson John Resich and Commissioner James W. Etter

Attachments: [SUPPORTING DOCUMENT](#)
[PUBLIC COMMENT/CORRESPONDENCE](#)

II. MISCELLANEOUS

Public Comment

2. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (21-2465)

There were no members of the public present to address the Commission.

Attachments: [PUBLIC COMMENT/CORRESPONDENCE](#)

Adjournment

3. Adjournment for the meeting of June 16, 2021.

There being no further business, Chairperson Lee Wax adjourned the meeting at 10:19 a.m.

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	11/3/2021	
BOARD MEETING	11/16/2021	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	All Districts	
DEPARTMENT	Internal Services Department	
SUBJECT	Award 22 Job Order Contracts for Maintenance, Repair, Remodeling, and Refurbishment of County Infrastructure and Facilities	
PROGRAM		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	Target Board Agenda filing deadline: November 4, 2021 Target Board Agenda: November 16, 2021	
COST & FUNDING	Total cost: <ul style="list-style-type: none"> Aggregate not-to-exceed \$115.5 million \$5.25 million per contract 	Funding source: Available appropriations from CEO and County Departments.
	TERMS (if applicable):	
	Explanation: Maintenance, repair, refurbishment, remodeling, and alteration work will be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets.	
PURPOSE OF REQUEST	Internal Services Department is seeking to adopt the Job Order Contract Construction Task Catalog and Specifications; approve for advertisement bids to be received; authorize the Director of Internal Services Department, or designee, to award and execute 22 separate Job Order Contracts to the lowest responsive and responsible bidders; and approve the issuance of work orders.	
BACKGROUND (include internal/external issues that may exist)	The proposed 22 Job Order Contracts (JOC) will be utilized by ISD Operations Services' Delivery Teams to complete Facility Reinvestment Program projects as well as client department funded capital, maintenance, and renovation projects.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Timothy Ralston, Division Manager – Program & Project Management Division, (323) 881-4492, TRalston@isd.lacounty.gov 	



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

SELWYN HOLLINS
Director

Telephone: (323) 267-2101
FAX: (323) 264-7135

"Trusted Partner and Provider of Choice"

November 16, 2021

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:

**AWARD 22 JOB ORDER CONTRACTS
FOR MAINTENANCE, REPAIR, REMODELING, AND REFURBISHMENT
OF COUNTY INFRASTRUCTURE AND FACILITIES
ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

This action is to make necessary environmental findings; adopt the Job Order Contract Construction Task Catalog and Specifications; approve for advertisement bids to be received; authorize the Director of Internal Services Department, or designee, to award and execute 22 separate Job Order Contracts to the lowest responsive and responsible bidders; and approve the issuance of work orders.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the adoption of the Job Order Contract Construction Task Catalog and Specifications, approval for advertisement for bids and the proposed award of Job Order Contracts are not a project under the California Environmental Quality Act, and issuance of work orders for projects that have been determined to be exempt from the California Environmental Quality Act are within the scope of the previous exemption findings under the California Environmental Quality Act, for the reasons stated in this letter and in the record of the proposed action.
2. Approve and adopt the November 2021 Job Order Contract Construction Task Catalog and Specifications.

3. Instruct the Executive Officer of the Board to advertise for bids to be received and Internal Services Department to publicly open bids on January 4, 2022 for 22 separate Job Order Contracts in accordance with the Instruction Sheet for Publishing Legal Advertisements (Enclosure A).
4. Approve and authorize the Director of Internal Services Department , or designee, to award and execute eight (8) general and fourteen (14) specialty Job Order Contract agreements: two (2) electrical, four (4) heating, ventilating, and air conditioning, one (1) plumbing, one (1) abatement, one (1) fire protection, one (1) low voltage, and four (4) roofing, in the form previously approved by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds and insurance certificate filed by the contractors. Agreements JOC175, JOC176, JOC177, JOC178, JOC179, JOC180, JOC181, JOC182, AJOC1, EJOC51, EJOC52, FPJOC1, LVJOC3, PLUMB JOC9, ROOF JOC12, ROOF JOC13, ROOF JOC14, ROOF JOC15, HVAC JOC18, HVAC JOC19, HVAC JOC20, and HVAC JOC21 are each for a not-to-exceed amount of \$5.25 million. The aggregate not-to-exceed amount of the 22 Job Order Contract's is \$115.5 million.
5. For each of the 22 Job Order Contracts, authorize the Director of Internal Services Department, or designee, to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; and to waive inconsequential and non-material deficiencies in bids submitted, in accordance with the bid specifications.
6. For each of the 22 Job Order Contracts, authorize the Director of Internal Services Department, or designee, to issue work orders for projects that are not subject to the State Public Contract Code, including maintenance work, as applicable, in an amount not-to-exceed \$330,000 per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular Job Order Contract does not exceed the \$5.25 million not-to-exceed contract amount of the Job Order Contract. For all work orders in excess of \$150,000 on projects that are not subject to the State Public Contract Code, the Board will be notified, one week in advance, with a Board memo.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will make necessary findings under the California Environmental Quality Act (CEQA), adopt the November 2021 Job Order Contract (JOC) Construction Task Catalog and Specifications, advertise for bids, open bids, and authorize the Director of Internal Services Department (ISD), or designee, to award and execute 22 JOC agreements, and issue corresponding work orders for projects that are within the scope of previous findings of exemption under CEQA.

The proposed 22 JOCs will be utilized by the Delivery Teams of ISD Operations Services to complete Facility Reinvestment Program (FRP) projects and client department funded capital, maintenance, and renovation projects. For purposes of clarification on the approval processes discussed herein, FRP projects are approved by the Board of Supervisors (Board) by "Cohort", in which multiple projects are

brought within a single Board letter to provide a program view. Client department funded projects are brought as individual Board letters for individual projects as customers tend to fund them one at a time.

JOCs are a competitively procured, flexible, cost-effective unit price contracting method used by ISD to accomplish maintenance, repair, refurbishment, remodeling, and alteration of County infrastructure and facilities without extensive plans and specifications. The State Public Contract Code (PCC) provides that JOCs are annual contracts that may be awarded for repair, remodeling, refurbishment, or other repetitive work, but not for new construction. The JOC delivery method reduces administrative requirements and lowers direct construction costs while meeting all Federal, State, and County procurement requirements. The recommended JOCs will augment ISD's ability to effectively maintain, repair (including emergency repairs), refurbish, and remodel County infrastructure and facilities.

The Construction Task Catalog and the associated Performance Specifications are valid from date of approval by the Board of Supervisors, which is included within this JOC Solicitation Board Letter, to the expiration date of the approved JOC Contracts. This is inclusive of any required supplemental work orders, which are required during the construction phase of a work order. Construction Task Catalog durations vary with each JOC solicitation but based on ISD's experience, are typically in use for approximately 1.5 years.

ISD will utilize Board-approved, as-needed consultants for design/engineering services to aid in the completion of projects. JOCs and in-house crafts (subject to the "Force Account" limits set forth in the State PCC) will be utilized to complete maintenance, repair, refurbishment, and remodeling projects. ISD will obtain the necessary jurisdictional approvals as required, for the proposed projects.

In addition to the FRP projects, all other work for projects costing less than the statutory "Force Account" limit of \$50,000 will be performed by in-house crafts staff, except in circumstances such as timeline conflicts, capacity, project complexity etc., that would require ISD to use a contractor. Of the 308 FRP projects in Cohorts 1, 2, & 3, ISD is delivering 252. Of the 252 ISD projects in FRP, ISD in-house crafts is currently delivering (in whole or in part) 28 projects, or 9 percent of the projects.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with County's Strategic Plan Goal III - Realize Tomorrow's Government Today, Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, by continually assessing our efficiency and effectiveness, maximizing and leveraging our resources, and holding ourselves accountable.

FISCAL IMPACT/FINANCING

Maintenance, repair, refurbishment, remodeling, and alteration work will be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. ISD's Fiscal Year (FY) 2021-22 Adopted Budget includes \$117.3 million in appropriation for JOC expenditures. The new capacity sought by ISD Operations Service of \$115.5 million plus the current JOC available capacity of \$79.5 million equals \$195 million. Because the agreements cross fiscal years, ISD will request necessary appropriation in the FY 2022-23 budget submission. ISD will only incur JOC expenditures to

the extent that they are offset through Chief Executive Office, County department, and within available appropriation. There are no minimum obligations on these contracts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board's Civic Art Policy, last amended on August 4, 2020, is exempt from allocation to the proposed contracts as this action does not approve any specific capital improvement or refurbishment project.

For each of the 22 JOCs, the Director of ISD, or designee, is authorized, under the Los Angeles County Code, Section 2.81.050, and in accordance with the authority provided by PCC sections 20128.5 and 20145, to issue work orders for projects that are subject to the PCC, including repair, remodeling and refurbishment work, in an amount not-to-exceed \$330,000 per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$5.25 million not-to-exceed contract amount of the JOC.

ISD will seek advance approval from the Board for all repair, remodeling, refurbishment projects that exceed the delegated authority limits set forth in the County Code and/or the County's fiscal manual.

Approval of the recommended actions will authorize the Director of ISD to issue work orders for future projects that are not subject to the PCC, including maintenance work, as applicable, in an amount not-to-exceed \$5.25 million per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$5.25 million not-to-exceed contract amount of the JOC.

Pursuant to Board Motion adopted on October 31, 2017, ISD will provide a Board notification, one week in advance, for all work orders more than \$150,000 that are not subject to the State PCC, unless prohibited by law, regulation, or funding source.

Your Board previously authorized the Director of ISD to deliver the FRP projects specifically identified in the May 28, 2019 Board letter (Cohort #1), the December 17, 2019 Board letter (Cohort #2), and the November 16, 2021 Board Letter (Cohort #3) via Board approved JOC. ISD intends to utilize the proposed 22 JOCs to deliver those FRP projects. ISD intends to return to the Board for future cohort approvals.

PCC Section 20128.5 allows an individual JOC to have a single year term and a maximum value of \$5.25 million per JOC. A 1997 amendment to the State PCC allows annualized increases in the maximum contract value, based on the California Consumer Price Index.

The terms and conditions of the recommended contracts will be approved as to form by County Counsel prior to execution and will contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Program, Safely Surrendered Baby Law, the Child Support Compliance Program, Defaulted Property Tax Reduction Program, Countywide Local and Targeted Worker Hiring Policy, and County Preference Programs. The JOC

agreements are not Proposition “A” contracts and therefore are not subject to the County’s Living Wage Program.

Data regarding the bidders’ minority participation will be on file with ISD. The contractors will be selected upon final analysis and consideration without regard to race, creed, gender, or color.

The General Conditions and November 2021 Construction Task Catalog and Specifications include the contractual provisions, methods, and material requirements necessary for these projects are on file with ISD. For JOC projects involving repair or alteration of County buildings, if the cost of the work exceeds \$50,000, such project must be performed via a competitively procured construction contract, not by County employees, due to the “Force Account” limitations set forth in the State PCC.

ENVIRONMENTAL DOCUMENTATION

The recommended actions, to adopt the JOC Construction Task Catalog and Specifications, advertise for bids, and award of JOCs are not a project under California Public Resources Code section 21065 and are excluded from the definition of a project under Section 15378 (b)(4) and (5) of the State CEQA Guidelines, because they involve the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment or are organizational or administrative activities of government which will not result in direct or indirect physical changes in the environment.

Issuance of work orders for projects not subject to the State PCC are within the scope of the findings of exemption as determined by your Board on May 28, 2019, December 17, 2019, and October 19, 2021 for FRP projects. The scope of projects includes alterations, renovations, repair, and refurbishment of existing facilities. The approved work was determined to be exempt under Sections 15301 (a),(d), and (l), 15302 (b) and (c), and 15303 of the CEQA Guidelines and Classes 1(c), (d), (h), (i), (j), (l) and(m), 2(a), (b) and (e), and 3 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because the projects involved maintenance and repair of existing facilities and structures with negligible or no expansion if existing use; and replacement of existing facilities or components at the same site with facilities of substantially the same purpose and capacity. There has been no change to the work previously found to be exempt since the time of approval.

For all other work orders to be issued under the 22 JOCs, the work is similarly anticipated to meet the requirements for categorical exemption under CEQA since the proposed work will consist of the repair and building system replacement projects at County buildings and facilities with negligible or no expansion of use and where replacement facilities or components will have the same purpose and capacity.

As work orders are proposed under the 22 approved JOCs for work not previously found to be exempt under CEQA, ISD will review each proposed activity and make a determination whether exemptions apply at the time of the issuance of work orders. ISD will return to the Board to recommend CEQA findings and approval of issuance of individual work orders for any work which is not exempt, prior to issuance of work orders for any such work.

CONTRACTING PROCESS

The Executive Officer of the Board will advertise the JOC invitation for bids in various publications throughout the County of Los Angeles, including hyper-local and ethnic media. Additionally, ISD will post the invitation for bids on the County's "Doing Business with Us" website.

The recommended JOCs will be solicited on an open-competitive basis and in accordance with applicable federal, State, and County requirements. The County will award contracts to the lowest cost responsive and responsible bidder pursuant to the State PCC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these contracts will expedite the completion of maintenance, repair, refurbishment, remodeling, and alteration of County infrastructure and facilities work managed by ISD. Limited impacts to tenant departments may occur while maintenance, repair, refurbishment, remodeling and alteration of County infrastructure and facilities work is underway.

There is no employee impact. JOCs are intended to augment, but not replace the County workforce, and to ensure our ability to respond to emergent requirements.

CONCLUSION

Please return one adopted copy of the board letter to the ISD Operations Services and the Chief Executive Office – Capital Projects Program.

Respectfully submitted,

Selwyn Hollins
Director

SH:ME:TR:sy

Enclosures

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

ENCLOSURE A

**INTERNAL SERVICES DEPARTMENT
AWARD 22 JOB ORDER CONTRACTS
FOR MAINTENANCE, REPAIR, REMODELING, AND REFURBISHMENT
OF COUNTY INFRASTRUCTURE AND FACILITIES
ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS
(ALL DISTRICTS – 3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 10 days prior to the public bid opening date. Forward three reprints of this advertisement to the County of Los Angeles, Internal Services Department, Operations Services, Program and Project Management Division, 1100 N. Eastern Avenue, Los Angeles, California 90063.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that Internal Services Department (ISD) will receive bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

BID DEADLINES

<u>SPECS.</u>	<u>PROJECT</u>	<u>DATE</u>	<u>TIME</u>
JOC Specs	JOC 175	1/3/2022	3:00 p.m.
JOC Specs	JOC 176	1/3/2022	3:00 p.m.
JOC Specs	JOC 177	1/3/2022	3:00 p.m.
JOC Specs	JOC 178	1/3/2022	3:00 p.m.
JOC Specs	JOC 179	1/3/2022	3:00 p.m.
JOC Specs	JOC 180	1/3/2022	3:00 p.m.
JOC Specs	JOC 181	1/3/2022	3:00 p.m.
JOC Specs	JOC 182	1/3/2022	3:00 p.m.
JOC Specs	AJOC 1	1/3/2022	3:00 p.m.
JOC Specs	EJOC 51	1/3/2022	3:00 p.m.
JOC Specs	EJOC 52	1/3/2022	3:00 p.m.
JOC Specs	FPJOC 1	1/3/2022	3:00 p.m.
JOC Specs	LVJOC 3	1/3/2022	3:00 p.m.
JOC Specs	PLUMB JOC9	1/3/2022	3:00 p.m.
JOC Specs	ROOF JOC12	1/3/2022	3:00 p.m.
JOC Specs	ROOF JOC13	1/3/2022	3:00 p.m.
JOC Specs	ROOF JOC14	1/3/2022	3:00 p.m.
JOC Specs	ROOF JOC15	1/3/2022	3:00 p.m.
JOC Specs	HVAC JOC18	1/3/2022	3:00 p.m.

JOC Specs	HVAC JOC19	1/3/2022	3:00 p.m.
JOC Specs	HVAC JOC20	1/3/2022	3:00 p.m.
JOC Specs	HVAC JOC21	1/3/2022	3:00 p.m.

Copies of the Construction Task Catalog, Project Manual-Technical Specifications, General Conditions, and Bid Submittal Forms should be obtained via online at <https://camisvr.co.la.ca.us/lacobids>. It is **required** that the pre-bid conference be attended by the **President/Owner of the Bidding organization, or by a duly appointed and documented in writing designee** of each Bidder only.

ISD plans to use an electronic submittal process and to dispense with hard copy bids. Detailed bid submittal instructions will be provided and explained at the mandatory Pre-Bid Conference. Bids will be publicly opened by ISD's Program & Project Management Division the next business day. For bid information, please contact: jocsolicitation@isd.lacounty.gov.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. Contractors bidding the General JOC Contract (JOC 182) are to possess an "A" license at time of bid. Contractors bidding the following General JOC Contracts (JOC175, JOC176, JOC177, JOC178, JOC179, JOC180, and JOC181) are to possess a "B" license at time of bid. Contractors bidding the Abatement JOC (AJOC 1) are required to possess a "C-22" license at time of bid. Contractors bidding the Electrical JOCs (EJOC51 and EJOC52) are required to possess a "C-10" license at time of bid. Contractors bidding the Fire Protection JOC (FPJOC 1) are required to possess a "C-16" license at time of bid. Contractors bidding the Low Voltage JOC (LVJOC 3) are required to possess a "C-7" license at time of bid. Contractors bidding the HVAC JOCs (HVAC JOC18, HVAC JOC19, HVAC JOC20, and HVAC JOC21) are required to possess a "C-20" license at time of bid. Contractors bidding the Plumbing JOC (PLUMB JOC9) are required to possess a "C-36" license at time of bid. Contractors bidding the Roofing JOCs (ROOF JOC12, ROOF JOC13, ROOF JOC14, and ROOF JOC15, are required to possess a "C-39" license at time of bid. Contractors should verify to his/her satisfaction that he/she holds the correct license for this type of project.

MANDATORY PRE-BID CONFERENCE

ISD will hold a single **mandatory** pre-bid conference for all of the listed JOC-contracts/projects on December 13, 2021 at 9 a.m., via MS Teams with a call-in option available. This meeting will provide information on the JOC, bidding process, submittal

Enclosure A
November 16, 2021
Page 3

instructions, and answer any questions that potential bidders may have. A company that submitted a bid and that did not have a representative of the company attend the mandatory pre-bid conference meeting may be rejected as nonresponsive, and the representative who attends the mandatory pre-bid conference meeting for the company must be a principal of the company or a person authorized to make decisions for the company. To pre-register and receive the MS Teams link for the December 13, 2021 pre-bid conference, please contact: jocsolicitation@isd.lacounty.gov.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the State Public Contract Code, relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al telefono (323) 267-2344.



Upon 72 hours' notice, ISD can provide program information and publication in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our office in Los Angeles (1100 N. Eastern Avenue, Los Angeles), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (323) 881-4599 or (323) 267-2445, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de notificación, ISD puede proporcionar información y publicaciones sobre el programa y formas alternas o hacer otras comodidades para gente incapacitada. Además, documentación sobre el programa está disponible en nuestra oficina principal en Los Angeles (1100 N. Eastern Avenue, Los Angeles) lo cual es accesible para individuos con incapacidades. Para solicitar comodidades SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (323) 881-4599 or (323) 267-2432, de Lunes a Jueves de 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated November 16, 2021.

CELIA ZAVALA, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES