



Board of Supervisors

Family & Social Services Cluster

Agenda Review Meeting

DATE: September 25, 2024

TIME: 1:30PM – 3:30PM

MEETING CHAIRS: Susan Kim & Lizzie Shuster, 3rd Supervisorial District

CEO MEETING FACILITATOR: Claudia Alarcon

This meeting will be held in hybrid format which allows the public to participate virtually, or in-person, as permitted under the Board of Supervisors' March 19, 2024 order

To participate in the meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 140

To participate in the meeting virtually, please call teleconference number 1 (323) 776-6996 and enter the following 995 916 944# or

[Click here to join the meeting](#)

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to: ClusterAccommodationRequest@bos.lacounty.gov

Members of the Public may address the Family & Social Services Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

- I. **Call to Order**
- II. **Consent Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
 - a. **Department of Military & Veterans Affairs (MVA):** Request for Approval of a Sole Source Agreement for Consultant Services with the University of Southern California for Evaluation Services.
 - b. **MVA:** Request for Approval of an Agreement Between the Department of Military and Veterans Affairs and the Warrior Heritage Foundation, a Nonprofit Corporation to Support and Advance the Mission and Work of the Department.
- III. **Presentation/Discussion Items:**
 - a. **Chief Executive Office- Budget & Operations Branch:** Fiscal Year 2024-25 Supplemental Budget Changes.

b. Department of Aging and Disabilities: Social Participation, Respect and Inclusion.

IV. Public Comment

V. Standing item(s) and those continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting.

VI. Adjournment

BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

CLUSTER AGENDA REVIEW DATE	9/25/2024	
BOARD MEETING DATE	10/8/2024	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Military and Veterans Affairs	
SUBJECT	<p>The County of Los Angeles Department of Military and Veteran Affairs (Department) is requesting Board of Supervisors (Board) approval to enter into a sole source contract with the University of Southern California (USC) to conduct a longitudinal study of 1,000 veterans to access the effectiveness of County Veteran Service Officers, also known as CVSOs. This contract will be funded using Productivity Investment Funds (PIF) grant funds recently awarded to the MVA.</p>	
PROGRAM	<p>AUTHORIZE TO EXECUTE SOLE SOURCE CONTRACT FOR A LONGITUDINAL STUDY FOR EFFECTIVENESS OF COUNTY VETERAN SERVICE OFFICERS</p>	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why: Study will be	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS	<p>The study must be completed within the next 24 months due to a pressing timeline. This timeframe is crucial to provide timely data and insights that will inform and guide upcoming legislative changes essential to securing and optimizing funding for CVSOs.</p>	
COST & FUNDING	Total cost: \$294,000	Funding source: Productivity and Investment Fund
	TERMS (if applicable):24 months	
	Explanation:	
PURPOSE OF REQUEST	<p>The recommended actions will enable the Department to contract with USC to conduct a longitudinal study to assess the effectiveness of CVSOs in connecting veterans to benefits, explore the impact of benefit connection on veteran well-being over time, and calculate the financial impact of the CVSO program. The State of California sets statutory requirements related to the CVSO program in the Military and Veterans State Code. This Code language establishes the CVSO program and indicates that County Veterans Service offices' compensation and expenses are the responsibility of each county.</p>	
BACKGROUND (include internal/external issues that may exist)	<p>The Department of Veterans Affairs (VA) may provide financial support from state funds to the CVSO program, though current funding of \$11 million only covers half of the program's statewide costs. The state has indicated a potential budget increase if</p>	

including any related motions)	the long-term benefits to veterans and cost savings for state and local services can be demonstrated. To support this, a longitudinal study of 1,000 veterans in Los Angeles County, which has the highest veteran concentration in the state, is being conducted. MVA recently secured \$294,321 in PIF funding from the Quality and Productivity Commission (QPC), and USC's military and veteran research experts will lead the study to ensure robust representation and analysis.
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Approval of the recommended Contract is consistent with Los Angeles County Strategic Plan Goal 1 in the area of Operational Effectiveness/Fiscal Sustainability, to maximize the effectiveness of the County's processes, structure, and operations to support timely delivery of customer-oriented and efficient public services; and Goal 3 in the area of Pursuing Operational Effectiveness, Fiscal Responsibility, and Accountability.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Zuleyda Santana, Chief Deputy Director (213) 574-8008 zsantana@mva.lacounty.gov



COUNTY OF LOS ANGELES
MILITARY AND VETERANS AFFAIRS
1816 S. Figueroa Street
Los Angeles, California 90015
mva.lacounty.gov



Jim Zenner
Director

October 8, 2024

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:

**AUTHORIZE TO EXECUTE SOLE SOURCE CONTRACT FOR
A LONGITUDINAL STUDY FOR EFFECTIVENESS OF
COUNTY VETERAN SERVICE OFFICERS
(ALL SUPERVISORIAL DISTRICT) (3 VOTES)**

SUBJECT

The County of Los Angeles Department of Military and Veteran Affairs (Department) is requesting Board of Supervisors (Board) approval to enter into a sole source contract with the University of Southern California (USC) to conduct a longitudinal study of 1,000 veterans to assess the effectiveness of County Veteran Service Officers, also known as CVSOs. This contract will be funded using a Productivity Investment Funds (PIF) grant recently awarded to the MVA.

IT IS RECOMMENDED THAT YOUR HONORABLE BOARD:

1. Authorize the Director of MVA, or designee, to execute a sole source contract, substantially similar to Attachment A, with USC to conduct a longitudinal study for a term not to exceed a maximum contract sum of \$294,321 for over a two (2) year contract term, provided such contract is reviewed and approved as to form by County Counsel.
2. Delegate authority to the Director of MVA, or designee, to execute contract amendments with USC as needed throughout the contract term effective to increase or decrease the maximum contract amounts provided that: (a) the total allocations do not exceed funding availability; (b) approval of County Counsel as to form is obtained prior to any such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable the Department to contract with USC to conduct a longitudinal study to assess the effectiveness of CVSOs in connecting veterans to

benefits, explore the impact of benefit connection on veteran well-being over time, and calculate the financial impact of the CVSO program. The State of California sets statutory requirements related to the CVSO program in the Military and Veterans State Code. This Code language establishes the CVSO program and indicates that County Veterans Service offices' compensation and expenses are the responsibility of each county.

However, the Department of Veterans Affairs (VA) can provide financial support from state funds based on their determined amount. The state recognized that the current funding of \$11 million covered only half of the CVSO program's costs statewide. Therefore, VA would consider the possibility of increasing the annual budget for the CVSO program if we are able to demonstrate the long-term benefit to the veterans of Los Angeles County and a cost saving for other state and local services. In response to this, we are conducting a longitudinal study of 1,000 veterans to examine the efficacy and cost-savings impact of the CVSO program in the County of Los Angeles, which has the largest concentration of veterans in the entire state and nation. Pursuant to the agreement between the County and USC, it is acknowledged that, given the academic nature of the study, the study itself shall remain the intellectual property of USC. However, all reports and related documentation generated as part of or resulting from the study shall be the property of the County.

The Department recently presented this longitudinal study proposal to the Quality and Productivity Commission (QPC) and was awarded a total grant amount of \$294,321 in PIF funding to support this study. As a result, we are securing USC's leading experts in military and veteran-related research that will lead the study to ensure the veteran community is adequately represented and powered for analysis.

The University of Southern California (USC) is uniquely positioned to perform the required research study based on its extensive expertise in veteran-related research. USC has a documented history of successfully conducting research in areas directly related to veteran services. Due to USC's specialized knowledge, proprietary methodologies, and established relationships within the veteran community, the County has elected to proceed with a sole-source contract. This decision is based on the objective assessment that no other entity possesses the equivalent combination of experience and resources necessary to meet the County's specific research objectives within the required parameters. The sole-source contract is therefore justified to ensure the highest standard of research and the successful fulfillment of the contract's requirements.

IMPLEMENTATION OF STRATEGIC GOALS

Approval of the recommended actions is consistent with the County's Strategic Plan, North Star 1: LA County is a highly responsive organization investing in solutions that address our most complex societal challenges (health, jobs, housing, food insecurity, and recidivism) affecting our most vulnerable communities – one person at a time; and North Star 3: The increasingly dynamic and complex environment challenges our collective abilities to respond to public needs and expectations. LA County is an innovative, flexible, effective, and transparent partner focused on advancing the common good and being fiscally responsible.

FISCAL IMPACT/FINANCING

MVA received a total of \$294,321 in PIF grant funding from the QPC as a result of a successful submission of this longitudinal study proposal. Additionally, USC is leveraging its own funding, in the amount of \$112,000 to complete the study.

There is no impact to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2023, we informed your board of our intent to enter into sole source contract negotiations with USC for this longitudinal study. The sole source contract with USC has been approved with modifications to the following components: Indemnification, Public Records Act compliance, and confidentiality provisions, all of which have been reviewed and approved as to form by County Counsel. These modifications align with the County's policies and procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of the recommended actions will not have any significant impact on the Department's service delivery.

CONCLUSION

Upon approval by your Board, please instruct the Executive Officer of the Board to return two (2) approved copies of this adopted action to:

Department of Military and Veteran Affairs of Los Angeles County
Zuleyda Santana, Chief Deputy Director
1816 S. Figueroa Street
Los Angeles, CA 90015

The Department's contact, Mrs. Zuleyda Santana, may be reached at zsantana@mva.lacounty.gov or (213) 765-9225.

Respectfully submitted,

JIM ZENNER, DIRECTOR

JZ:ZS:mg

Enclosure

c: Chief Executive Officer
County Counsel

SAMPLE



CONTRACT

BY AND BETWEEN

**COUNTY OF LOS ANGELES
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

AND

THE UNIVERSITY OF SOUTHERN CALIFORNIA

FOR RESEARCH

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- B** Pricing Schedule (Not Attached to Contract)
- C** Contractor's Proposed Schedule (Not Attached to Contract)
- D** County's Administration
- E** Contractor's Administration
- F** Form(s) Required at the Time of Contract Execution
- F1** Contractor Acknowledgement and Confidentiality Agreement
- G** Safely Surrendered Baby Law

UNIQUE EXHIBITS

- H** Intentionally Omitted
- I** Intentionally Omitted
- J** Charitable Contributions Certification
- K** Information Security and Privacy Requirements

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

AND

THE UNIVERSITY OF SOUTHERN CALIFORNIA

**FOR
RESEARCH**

This Contract (“Contract”) made and entered into this 1st ___ day of April , 2024, by and between the County of Los Angeles Department of Military and Veterans Affairs, hereinafter referred to as “County,” and the University of Southern California, hereinafter referred to as “Contractor,” a California non-profit public benefit corporation located at 3720 Flower Street, 3rd Floor, Los Angeles, CA 90089.

RECITALS

WHEREAS, the County may contract with private businesses for Research when certain requirements are met; and

WHEREAS, the Contractor is a California non-profit corporation specializing in performing Research; and

WHEREAS, Contractor shall conduct a longitudinal study of 1,000 veterans to assess the effectiveness of County Veteran Service Officers (CVSOs) as set forth in Statement of Work, Exhibit A of this Agreement; and

WHEREAS, Contractor’s leading expertise in the field of military and veteran-related research studies will ensure the veteran community is adequately represented and powered for analysis; and

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

1.0 APPLICABLE DOCUMENTS

Exhibits A through K are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- Exhibit A Statement of Work and Attachments
- Exhibit B Pricing Schedule (Not attached to Contract)
- Exhibit C Contractor's Proposed Schedule (Not attached to Contract)
- Exhibit D County's Administration
- Exhibit E Contractor's Administration
- Exhibit F Forms Required at the Time of Contract Execution
- Exhibit G Safely Surrendered Baby Law

Unique Exhibits:

- Exhibit H Intentionally Omitted
- Exhibit I Intentionally Omitted
- Exhibit J Charitable Contributions Certification
- Exhibit K Information Security and Privacy Requirements

This Contract constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract will be valid unless prepared pursuant to Paragraph 8.1 (Amendments) and signed by both parties.

2.0 DEFINITIONS

2.1 Standard Definitions

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein must be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1.1 Board of Supervisors (Board): The Board of Supervisors of the County acting as governing body.

2.1.2 Contract: This agreement executed between County and Contractor. Included are all supplemental agreements amending or extending the

research to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, research, in accordance with Exhibit A-Statement of Work and Attachments.

- 2.1.3 Contractor:** The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this Contract.
- 2.1.4 Contractor's Project Manager:** The person designated by the Contractor to administer the Contract operations under this Contract.
- 2.1.5 County's Project Manager:** Person designated by County's Project Director to manage the operations under this Contract.
- 2.1.6 County's Project Monitor:** Person with responsibility to oversee the day-to-day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.1.7 County's Project Director:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.
- 2.1.8 County Observed Holidays:** Days on which County departments are closed for business in observance of significant events. A list of County observed holidays may be found on the County's website <https://lacounty.gov/government/about-la-county/about/>.
- 2.1.9 Day(s):** Calendar day(s) unless otherwise specified.
- 2.1.10 Deliverables** shall mean all reports and other tangible items required to be created and delivered by Contractor to County in accordance with Exhibit A Statement of Work.
- 2.1.11 Department:** The County of Los Angeles Department of Military and Veterans Affairs which is entering into this Contract on behalf of the County of Los Angeles.
- 2.1.12 Director:** Director of Department.
- 2.1.13 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.1.14 Statement of Work:** A written description of the work to be performed by Contractor to meet the needs of the County, including special provisions pertaining to the method, frequency, manner, and place of performing the contract services, incorporated herein as Exhibit A-Statement of Work.
- 2.1.15 Subcontract:** An agreement by the Contractor to employ a

subcontractor to provide services to fulfill this Contract.

- 2.1.16 Subcontractor:** Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of Contractor's performance of this Contract, at any tier, under oral or written agreement.

3.0 WORK

- 3.1** Pursuant to the provisions of this Contract, the Contractor must fully perform, complete and deliver on time, all tasks, Deliverables, and services as set forth in herein Exhibit A - Statement of Work and Attachments.
- 3.2** If the Contractor provides any tasks, Deliverables, services, or other work, other than as specified in this Contract and Exhibit A-Statement of Work, the same will be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor must have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

- 4.1** The term of this Contract will be two (2) years commencing after approval by the County's Board and execution by the Director (or designee) and Contractor, or **April 1, 2024**, whichever is later, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2** The County may request Contractor to extend this Contract term for up to an additional one (1) year period, for a maximum total Contract term of three (3) years. Each such extension request may be exercised at the sole discretion of the Director or their designee as authorized by the Board. The extension terms shall be in writing and executed by both the County and the Contractor as set forth in subparagraph 8.1 – Amendments.

The County maintains a database that track/monitor Contractor performance history. Information entered into the database may be used for a variety of purposes.

- 4.3** The Contractor must notify Department when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor must send written notification to Department at the address herein provided in Exhibit D (County's Administration).

5.0 CONTRACT SUM

5.1 Total Contract Sum

The total Maximum Contract Sum for this contract shall not exceed **\$294,321** for the term of this Contract.

- 5.1.1** The Maximum Contract Sum shall be the maximum monetary amount available that is payable by the Department to the Contractor for

performance of research in accordance with Exhibit A-Statement of Work.

- 5.1.2** The Contractor acknowledges and agrees the Maximum Contract Sum is an all-inclusive, not-to-exceed price that cannot be adjusted for any costs or expenses whatsoever of Contractor. This Contract includes the full amount of compensation and reimbursement the Department will be asked to provide to the Contractor in order for the Contractor to fully perform all of its obligations under this Contract, with such amount of compensation and reimbursement subject to any executed Amendments if applicable. The Contractor understands the Department is entering into this Contract in reliance upon the premise that the Contractor shall fully perform all of its obligations under this Contract without seeking any additional compensation or reimbursement beyond that already provided for in this Contract, subject to any Amendments, if applicable. It is the Contractor's risk and responsibility to achieve and timely perform research and provide Deliverables in accordance with the requirements of the Contract.

5.2 Written Approval for Reimbursement

The Contractor will not be entitled to payment or reimbursement for any tasks or research performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein and in Exhibit A-Statement of Work. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, must not occur except with the County's express prior written approval.

5.3 Notification of 75% of Total Contract Sum

The Contractor must maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Contractor must send written notification to Department at the address herein provided in Exhibit D (County's Administration).

5.4 No Payment for Research Provided Following Expiration-Termination of Contract

The Contractor will have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it must promptly notify County and must promptly repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract will not constitute a waiver of County's right to recover such payment from the Contractor.

5.5 Invoices and Payments

5.5.1 The Contractor must invoice the County only for providing the tasks, Deliverables, services, and other work specified in Exhibit A (Statement of Work and Attachments) and elsewhere hereunder. The Contractor must prepare invoices, which will include the charges owed to the Contractor by the County under the terms of this Contract.

5.5.2 The Contractor's invoices must be priced in accordance with Exhibit B (Pricing Schedule). Contractor will be paid only for the tasks, Deliverables, services, and other work specified in Exhibit A (Statement of Work and Attachments). If the County determines that the work performed is not in accordance with the terms and conditions of this Contract and as specified in Exhibit A-Statement of Work, no payment will be due to the Contractor for that work.

5.5.3 The Contractor must submit monthly invoices to the County by the 15th calendar day of the month following the month of service.

5.5.4 All invoices under this Contract must be submitted in two (2) copies to the following:

1. Jenai Davis, Special Programs
Email: jdavis@mva.lacounty.gov
2. Hovhannes Vardanyan, Accounts Payable
Email: hvardanyan@mva.lacounty.gov

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.6 Default Method of Payment: Direct Deposit or Electronic Funds Transfer

5.6.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for research provided under an agreement/contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

5.6.2 The Contractor must submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

5.6.3 Any provision of law, grant, or funding agreement requiring a specific

form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

- 5.6.4** At any time during the duration of the Contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

6.1 County's Administration

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit D (County's Administration). The County will notify the Contractor in writing of any changes as they occur.

6.2 County's Project Director

The role of the County's Project Director may include:

- 6.2.1** Coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- 6.2.2** Upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

6.3 County's Project Manager

The role of the County's Project Manager is authorized to include:

- 6.3.1** Meeting with the Contractor's Project Manager on a regular basis; and
- 6.3.2** Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor's Administration

A listing of all of Contractor's Administration referenced in the following paragraphs is designated in Exhibit E (Contractor's Administration). The Contractor will notify the County in writing of any changes as they occur.

7.2 Contractor's Project Manager

7.2.1 The Contractor's Project Manager is designated in Exhibit E (Contractor's Administration). The Contractor must notify the County in writing of any change to Exhibit E (Contractor's Administration), as changes occur.

7.2.2 The Contractor's Project Manager will be responsible for the Contractor's day-to-day activities as related to this Contract and will meet and coordinate with County's Project Manager and County's Project Monitor on a regular basis.

7.3 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

In the event Contractor will be performing Statement of Work under this Contract in County owned facilities, Contractor will provide, at Contractor's expense, all staff providing services under this Contract with a photo identification badge/card.

7.5 Background and Security Investigations

7.5.1 At any time during the term of this Contract, the County may require each of the Contractor's staff performing research under this Contract who will need access to sensitive County data, as determined by the County, which is not already received by and available to the Contractor, shall be subject to undergo and pass, to the satisfaction of County, a background investigation, as a condition of beginning and continuing to perform research work that may be authorized under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff

be removed immediately from performing research under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.5.2 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.5.3 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.5 shall not relieve Contractor of its obligation to complete all research in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

7.6.1 Contractor must maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information which the COUNTY has clearly marked or identified in writing as confidential or proprietary in nature or if orally disclosed, reduced to writing by disclosing party within thirty (30) days of disclosure ("COUNTY's Confidential Information").

7.6.2 Contractor must inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.6.3 Contractor must sign and adhere to the provisions of Exhibit F1 (Contractor Acknowledgement and Confidentiality Agreement).

8.0 STANDARD TERMS AND CONDITIONS

8.1 Amendments

8.1.1 For any change which affects the scope of work, contract term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract must be prepared and executed by the Contractor and by the Director or their designee.

8.1.2 The County's Board or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board

or Chief Executive Officer. To implement such changes, an Amendment to the Contract must be prepared and executed by the Contractor and by the Director or their designee.

- 8.1.3** The Director or their designee, may at their sole discretion, authorize extensions of time as defined in Paragraph 4.0 (Term of Contract). The Contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract must be prepared and executed by the Contractor and by the Director or their designee.

8.2 Assignment and Delegation/Mergers or Acquisitions

- 8.2.1** The Contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.
- 8.2.2** The Contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.3** Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 Authorization Warranty

The Contractor certifies that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of

the Contractor have been fulfilled to provide such actual authority.

8.4 Budget Reductions

In the event that the County's Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions, and County and Contractor will modify the Contract in accordance with section 8.1 Amendments. Except as set forth in the preceding sentence, until the County provides notice to the Contractor that the contract obligations will be reduced due to the County budget and the contract is amended the Contractor must continue to provide all of the services set forth in this Contract.

8.5 Complaints

The Contractor must develop and maintain operating procedures for receiving, investigating and responding to complaints.

8.5.1 Complaint Procedures

- Within thirty (30) business days after the Contract effective date, the Contractor must provide the County with the Contractor's procedures for receiving, investigating and responding to user complaints.
- The County will review the Contractor's procedures and provide the Contractor with approval of said procedures or with requested changes.
- If the County requests changes in the Contractor's procedures, the Contractor must make such changes and resubmit the procedures within fifteen (15) business days for County approval.
- If, at any time, the Contractor wishes to change the Contractor's procedures, the Contractor must submit proposed changes to the County for approval before implementation.
- The Contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within thirty (30) business days of receiving the complaint.
- When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- Copies of all written responses must be sent to the County's Project

Manager within ten (10) business days of mailing to the complainant.

8.6 Compliance with Applicable Laws

8.6.1 In the performance of this Contract, Contractor must comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.7 Compliance with Civil Rights Laws

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Additionally, Contractor certifies to the County:

8.7.1 That Contractor has a written policy statement prohibiting discrimination in all phases of employment.

8.7.2 That Contractor periodically conducts a self-analysis or utilization analysis of its work force.

8.7.3 That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

8.7.4 Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

8.8 Compliance with the County's Jury Service Program

8.8.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in [Sections 2.203.010 through 2.203.090 of the Los Angeles County Code](#).

8.8.2 Written Employee Jury Service Policy

- Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program ([Section 2.203.020 of the County Code](#)) or that the Contractor qualifies for an exception to the Jury Service Program ([Section 2.203.070 of the County Code](#)), the Contractor must have and adhere to a written policy that provides that its Employees will receive from the Contractor, on an

annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

- For purposes of this paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the Contract.
- If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor must immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
- Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County

contracts for a period of time consistent with the seriousness of the breach.

8.9 Conflict of Interest

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

8.9.2 The Contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor certifies that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must promptly make full written disclosure of such facts to the County. Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph will be a material breach of this Contract.

8.10 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 Consideration of Hiring GAIN/START Participants

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer

qualified GAIN/START job candidates.

- 8.11.2** In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

8.12 Contractor Responsibility and Debarment

8.12.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a contractor if the Board finds, in its discretion, that the Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

- If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor

and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

- After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board.

The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms will also apply to subcontractors of County contractors.

8.13 Contractor’s Acknowledgement of County’s Commitment to Safely Surrendered Baby Law

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County’s policy to encourage all County contractors to voluntarily post the County’s poster, Exhibit G (Safely Surrendered Baby Law) in a prominent position at the Contractor’s place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor’s place of business. Information and posters for printing are available at <https://lacounty.gov/residents/family-services/child-safety/safely-surrender/>.

8.14 Contractor’s Certification of Adherence to County’s Child Support Compliance Program

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County’s Child Support Compliance Program ([County Code Chapter 2.200](#)) and without limiting the Contractor’s duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and will during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 County’s Quality Assurance Plan

The County or its agent(s) will monitor the Contractor’s performance under this Contract on not less than an annual basis. Such monitoring will include assessing the Contractor’s compliance with all Contract terms and conditions and Exhibit A – Statement of Work. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor

performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 Damage to County Facilities, Buildings or Grounds

8.16.1 The Contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs must be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs must be repaid by the Contractor by cash payment upon demand.

8.17 Employment Eligibility Verification

8.17.1 The Contractor certifies that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor must obtain from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor must retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor must indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 Counterparts and Electronic Signatures and Representations

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The facsimile, email or electronic signature of the parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations

of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.1 (Amendments) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

8.19 Fair Labor Standards

The Contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 Force Majeure

8.20.1 Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor will not be liable for failure to perform, unless the research by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this subparagraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use reasonable best efforts to otherwise mitigate the damages and reduce the delay caused by such force majeure event

8.21 Governing Law, Jurisdiction, and Venue

This Contract will be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County.

8.22 Independent Contractor Status

- 8.22.1** This Contract is by and between the County and the Contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.22.2** The Contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.22.3** The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.
- 8.22.4** The Contractor must adhere to the provisions stated in Paragraph 7.6 (Confidentiality).

8.23 Indemnification

The Contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

8.24 General Provisions for all Insurance Coverage

- 8.24.1** Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance coverage satisfying the requirements specified in Paragraphs 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the

Contractor for liabilities which may arise from or relate to this Contract.

8.24.2 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates must be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required contractor and/or sub-contractor insurance policies at any time.
- Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements must be sent to:

County of Los Angeles
Jenai Davis, Administrative Services Manager
1816 S. Figueroa Street, Los Angeles, CA 90015
jdavis@mva.lacounty.gov

- Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also must

promptly notify County of any third-party claim or suit filed against Contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.3 Additional Insured Status and Scope of Coverage

The County, it's Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status will apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.4 Cancellation of or Changes in Insurance

Contractor must provide County with, or Contractor's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.5 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.6 Insurer Financial Ratings

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by

County.

8.24.7 Contractor's Insurance Must Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any Contractor coverage.

8.24.8 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.9 Subcontractor Insurance Coverage Requirements

Contractor must include all subcontractors as insureds under Contractor's own policies or must provide County with each subcontractor's separate evidence of insurance coverage. Contractor will be responsible for verifying each subcontractor complies with the Required Insurance provisions herein and must require that each subcontractor name the County and Contractor as additional insureds on the subcontractor's General Liability policy. Contractor must obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

8.24.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies will not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the State of California.

8.24.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date must precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as (“follow form” over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.13 Separation of Insureds

All liability policies must provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

8.24.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County’s determination of changes in risk exposures.

8.25 Insurance Coverage

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of Contractor’s use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers’ Liability insurance or qualified self- insurance satisfying statutory requirements, which includes Employers’ Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate

Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.4 Unique Insurance Coverage

- **Professional Liability-Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it must maintain such coverage for a period of not less than three (3) years following this Contract's expiration, termination or cancellation.

8.26 Liquidated Damages

8.26.1 If, in the judgment of the Director, or their designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or their designee, at their option, in addition to, or in lieu of, other remedies provided herein, may terminate this Contract in accordance with Paragraph 8.43 Termination for Default.

8.26.2 If the Director, or their designee, determines that there are deficiencies in the performance of this Contract that the Director, or their designee, deems are correctable by the Contractor over a certain time span, the Director, or their designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or their designee, may terminate the Contract accordance with Paragraph 8.43 Termination for Default.

8.26.3 Intentionally Omitted

8.26.4 This Paragraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Paragraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 Most Favored Public Entity

If the Contractor's prices decline or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and

delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices must be immediately extended to the County.

8.28 Nondiscrimination and Affirmative Action

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti discrimination laws and regulations.

8.28.2 Contractor certifies to the County each of the following:

- That Contractor has a written policy statement prohibiting discrimination in all phases of employment.
- That Contractor periodically conducts a self-analysis or utilization analysis of its work force.
- That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
- Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

8.28.3 The Contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

- 8.28.6** The Contractor will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.
- 8.28.7** If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- 8.28.8** The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 Non Exclusivity

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within ten (10) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 Notice of Disputes

The Contractor must bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of research as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Director or designee will resolve it.

8.32 Notice to Employees Regarding the Federal Earned Income Credit

The Contractor must notify its employees, and will require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance

with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 Notice to Employees Regarding the Safely Surrendered Baby Law

The Contractor must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit G (Safely Surrendered Baby Law) of this Contract. Additional information is available at <https://lacounty.gov/residents/family-services/child-safety/safely-surrender/>.

8.34 Notices

All notices or demands required or permitted to be given or made under this Contract must be in writing and will be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits D (County's Administration) and E (Contractor's Administration). Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director or designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 Prohibition Against Inducement or Persuasion

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 Public Records Act

8.37 All information obtained from the Contractor in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Paragraph 8.38 (Record Retention and Inspection-Audit Settlement) of this Contract remain the property of the Contractor. All such information and any documents submitted by the Contractor become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 7921 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. Deliverables shall be co-owned by County and Contractor.

8.37.1 The Contractor must not disclose the terms and conditions of this Contract to any person or entity except as may be otherwise provided

hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in an academic manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials for the sole purposes of publicity and advertising, using the name of the County without the prior written consent of the County Project Manager. The County shall not unreasonably withhold written consent.
- Notwithstanding anything in this Contract to the contrary CONTRACTOR shall have the right, at its sole discretion, to release information or to publish any material resulting from the Contract in scientific or academic publications without the prior written consent of the County's Project Director. CONTRACTOR shall furnish County with a copy of any proposed publication thirty (30) days prior to submission for publication for review and comment. County may request CONTRACTOR to delay publishing such proposed publication for a maximum of an additional sixty (60) days in order to protect the potential patentability of any invention described therein. The County shall not alter any findings, conclusions, or results in the CONTRACTOR's materials.
- The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County, provided that the requirements of this Paragraph 8.37 (Publicity) will apply.

8.38 Record Retention and Inspection-Audit Settlement

- 8.38.1** The Contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract upon thirty (30) days advance written notice to Contractor and mutually agreed upon time. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, effort certifications and other time and employment records, and proprietary

data and information, will be kept and maintained by the Contractor and will be made available to the County during the term of this Contract and for a period of three (3) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material must be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside of Los Angeles County, then, at the County's option, the Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.2 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor must file a copy of such audit report with the County's Auditor Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.3 Failure on the part of the Contractor to comply with any of the provisions of this subparagraph will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.4 If, at any time during the term of this Contract or within three (3) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference must be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor- Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference will be paid to the Contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.39 Recycled Bond Paper

Consistent with the Board policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 Subcontracting

8.40.1 The requirements of this Contract may not be subcontracted by the

Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor must provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor.
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

- 8.40.3** The Contractor will remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.40.4** The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.
- 8.40.5** The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor must forward a fully executed subcontract to the County for their files.
- 8.40.6** The Contractor will be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.40.7** The Contractor must obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. Before any subcontractor employee may perform any work hereunder, Contractor must ensure delivery of all such documents to:

County of Los Angeles
JeNai Davis, Administrative Services Manager
1816 S. Figueroa Street, Los Angeles, CA 90015
jdavis@mva.lacounty.gov

8.41 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.43 (Termination for Default) and pursue debarment of the Contractor, pursuant to [County Code Chapter 2.202](#).

8.42 Termination for Convenience

8.42.1 This Contract may be terminated, in whole or in part, from time to time,

when such action is deemed by either party, in its sole discretion, to be in its best interest. Termination of work hereunder will be effected by thirty (30) days advance written notice of termination to the non-terminating party specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than thirty (30) days after the notice is received by the non-terminating party.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor must:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as would not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract must be maintained by the Contractor in accordance with Paragraph 8.38 (Record Retention and Inspection-Audit Settlement).

8.42.4 In the event of early termination for any reason, the Contractor will be reimbursed by the County for allowable costs including non-cancellable obligations incurred in the good faith performance of the Statement of Work through the date of termination.

8.43 Termination for Default

8.43.1 The County may, by thirty (30) days advance written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or perform, in accordance with terms and conditions set under this Contract, any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within thirty (30) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor will continue

the performance of this Contract to the extent not terminated under the provisions of this paragraph.

Except with respect to defaults of any subcontractor, the Contractor will not be liable for any such excess costs of the type identified in Paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.43.3 If, after the County has given notice of termination under the provisions of Paragraph 8.43 (Termination for Default) it is determined by the County that the Contractor was not in default under the provisions of Paragraph 8.43 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.43.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.42 (Termination for Convenience).

8.43.4 The rights and remedies of the County provided in this Paragraph 8.43 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.43.5 In the event of early termination for any reason, the Contractor will be reimbursed by the County for allowable costs including non-cancellable obligations incurred in the good faith performance of the Statement of Work through the date of termination.

8.44 Termination for Improper Consideration

8.44.1 The County may, upon thirty (30) days written notice to the Contractor, terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing the Contract or

securing favorable treatment with respect to the award, amendment, or extension of the Contract or the making of any determinations with

respect to the Contractor's performance pursuant to the Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.44.4 In the event of early termination for any reason, the Contractor will be reimbursed by the County for allowable costs including non-cancellable obligations incurred in the good faith performance of the Statement of Work through the date of termination.

8.45 Termination for Insolvency

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Paragraph 8.45 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 Termination for Non-Adherence of County Lobbyist Ordinance

The Contractor, and each County Lobbyist or County Lobbying firm as defined in [County Code Section 2.160.010](#) retained by the Contractor, must fully comply with the County's Lobbyist Ordinance, [County Code Chapter 2.160](#). Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance will constitute a

material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 Termination for Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County will not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

In the event of early termination for any reason, the Contractor will be reimbursed by the County for allowable costs including non-cancellable obligations incurred in the good faith performance of the Statement of Work through the date of termination.

8.48 Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

8.49 Waiver

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this paragraph 8.49 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 Warranty Against Contingent Fees

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.51 Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all

individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with [Los Angeles County Code Chapter 2.206](#).

8.52 Termination for Breach of Warranty to Maintain Compliance with County’s Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County’s Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to [Los Angeles County Code Chapter 2.206](#).

8.53 Time Off for Voting

The Contractor must notify its employees and must require each subcontractor to notify and provide to its employees, information regarding the time off for voting law ([Elections Code Section 14000](#)). Not less than ten (10) days before every statewide election, every contractor and subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of [Section 14000](#).

8.54 Compliance with County’s Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor’s staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor’s staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor’s staff pursuant to this paragraph will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

8.55 Intentionally Omitted

8.56 Compliance with Fair Chance Employment Hiring Practices

Contractor, and its subcontractors, must comply with fair chance employment hiring practices set forth in [California Government Code Section 12952](#).

Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

8.57 Compliance with the County Policy of Equity

The Contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The Contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The Contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the Contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the Contractor to termination of contractual agreements as well as civil liability.

8.58 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract.

8.59 Injury and Illness Prevention Program

Contractor will be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

8.60 Intentionally Omitted

9.0 UNIQUE TERMS AND CONDITIONS

9.1 Health Insurance Portability and Accountability Act of 1996 (HIPAA)

9.1.1 Contractor expressly acknowledges and agrees that the provision of research under this Contract does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, Contractor will instruct its officers, employees, and agents that they are not to pursue, or gain

access to, patient medical records/patient information for any reason whatsoever.

9.1.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of research hereunder, Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records/patient information. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.

9.1.3 Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents, must maintain the confidentiality of any information obtained and must notify the Director promptly that such access has been gained, or upon the first reasonable opportunity to do so. Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

9.2 Intentionally Omitted

9.3 No Warranty

9.3.1 Contractor makes no warranties for any purpose whatsoever, express or implied, as to the project or the results of the project, including the merchantability or fitness for a particular purpose of the project or the results of the project under this Contract.

9.3.2 County agrees that it will not rely solely upon technical information provided by Contractor in developing any invention or product, but will independently test, analyze and evaluate all inventions and products prior to manufacture and distribution of such inventions and products.

9.4 Intentionally Omitted

9.5 Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" ([SB 1262, Chapter 919](#)) increased Charitable Purposes Act requirements. By requiring Contractors to complete Exhibit J (Charitable Contributions Certification), the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. ([County Code Chapter 2.202](#))

9.6 Intentionally Omitted

- 9.7 Intentionally Omitted**
- 9.8 Intentionally Omitted**
- 9.9 Intentionally Omitted**
- 9.10 Intentionally Omitted**
- 9.11 Intentionally Omitted**
- 9.12 Intentionally Omitted**
- 9.13 Proprietary Rights**

All Confidential Information obtained from County personnel, by Contractor under this Contract are confidential and are solely the property of County. Contractor shall take all necessary measures to protect the security and confidentiality of all such Confidential Information. The provisions of this Paragraph shall survive the expiration or other termination of this Contract.

10.0 Survival

In addition to any terms and conditions of this Contract that expressly survive expiration or termination of this Contract by their terms, the following provisions will survive the expiration or termination of this Contract for any reason:

Paragraph 1.0	Applicable Documents
Paragraph 2.0	Definitions
Paragraph 3.0	Work
Paragraph 5.4	No Payment for Services Provided Following Expiration-Termination of Contract
Paragraph 7.6	Confidentiality
Paragraph 8.1	Amendments
Paragraph 8.2	Assignment and Delegation/Mergers or Acquisitions
Paragraph 8.6	Compliance with Applicable Law
Paragraph 8.19	Fair Labor Standards
Paragraph 8.20	Force Majeure
Paragraph 8.21	Governing Law, Jurisdiction, and Venue
Paragraph 8.23	Indemnification
Paragraph 8.24	General Provisions for all Insurance Coverage
Paragraph 8.25	Insurance Coverage
Paragraph 8.26	Liquidated Damages

Paragraph 8.34	Notices
Paragraph 8.38	Record Retention and Inspection-Audit Settlement
Paragraph 8.42	Termination for Convenience
Paragraph 8.43	Termination for Default
Paragraph 8.48	Validity
Paragraph 8.49	Waiver
Paragraph 8.58	Prohibition from Participation in Future Solicitation
Paragraph 9.13	Proprietary Rights
Paragraph 10.0	Survival

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Director of the Department of Military and Veterans Affairs thereof, on this _____ day of _____, 2024.

CONTRACTOR

THE UNIVERSITY OF SOUTHERN CALIFORNIA

By _____

Printed Name: _____

Title: _____

**COUNTY OF LOS ANGELES DEPARTMENT OF
MILITARY AND VETERANS AFFAIRS**

By _____
James Zenner, LCSW, Director

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Andria Seo, Deputy County Counsel

STANDARD EXHIBITS

- A STATEMENT OF WORK AND ATTACHMENTS
- B PRICING SCHEDULE
- C CONTRACTOR'S PROPOSED SCHEDULE
- D COUNTY'S ADMINISTRATION
- E CONTRACTOR'S ADMINISTRATION
- F FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION
 - F1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G SAFELY SURRENDERED BABY LAW

UNIQUE EXHIBITS

FORMS REQUIRED AT THE COMPLETION OF THE CONTRACTS INVOLVING INTELLECTUAL PROPERTY DEVELOPED/DESIGNED BY CONTRACTOR

- H INTENTIONALLY OMITTED
- I INTENTIONALLY OMITTED
- J CHARITABLE CONTRIBUTIONS CERTIFICATION
- K INFORMATION SECURITY AND PRIVACY REQUIREMENTS

PRICING SCHEDULE

The total cost of this project shall not exceed the Maximum Contract Sum Amount as specified in Section 5.1 of this Contract

	Y1	Cost	Y2	Cost
<i>Personnel</i>				
Sara Kintzle - Faculty PI	20%	\$28,400.00	20%	\$28,400.00
Carl Castro - Faculty Co-I	2 %	\$5,600.00	2 %	\$5,600.00
TBD - Project Specialist	25%	\$22,500.00	25%	\$22,500.00
Eva Alday - Project Specialist	40%	\$32,800.00	40%	\$32,800.00
Faculty & Staff Fringe Benefits (33.5%)		\$29,915.50		\$29,915.50

<i>Personnel Total</i>		\$119,215.50		\$119,215.50
<i>Supplies, Services and Travel</i>				
Statistician		\$2,500.00		\$10,000.00
Transcription		\$0		\$5,000.00
<i>Supplies, Services and Travel Total</i>		\$2,500.00		\$15,000.00
<i>Veteran Incentives</i>				
Incentives (Survey: 1100*25*4; Focus Groups 75*25)		\$0*		\$0*
<i>Incentives Total</i>		\$0*		\$0*
<i>TOTAL DIRECT COSTS:</i>		\$121,715.50		\$134,215.50
<i>F&A</i>				
F&A (15%)	15%	\$18,257.00	15%	\$20,132.00
<i>TOTAL COSTS:</i>		\$139,972.50		\$154,347.50
TOTAL PROJECT COST				\$294,320.00

CONTRACTOR'S PROPOSED SCHEDULE

	Timeline
Preparation for Data Collection	Months
Task 1. Meeting with CVSO team to outline study procedures	1
Task 2. Development and refinement of survey instrument	1-3
Task 3. Development of IRB Materials	1-3
Task 4. Obtain Study Incentives	3-4
Task 5. Institutional Review Board Approval	4
Task 6. Develop Mechanisms for Monitoring Study Procedures	4
Data Collection	
Task 1. Recruitment of Participants	5-7
Task 2. Data Collection Baseline Survey	5-7
Task 3: Qualitative Data Protocol Development	8-9
Task 4: Qualitative Institutional Review Board Approval	9
Task 5. Data Collection Five Month Survey	10-12
Task 6: Qualitative Data Collection	12-20
Task 7. Data Collection Ten Month Survey	15-17
Task 8. Data Collection Fifteen Month Survey	20-22
Data Analysis	
Task 1. Data Cleaning	9-20
Task 2. Survey Data Analysis	9-21
Task 3: Qualitative Data Analysis	15-21
Task 3. Final Report	22-24
Task 4. Presentation of Findings	24

COUNTY'S ADMINISTRATION

CONTRACT NO. [Click or tap here to enter text.](#)

COUNTY'S PROJECT DIRECTOR:

Name: Zuleyda Santana
Title: Acting Chief Deputy Director
Address: 1816 S. Figueroa Street,
Los Angeles, CA 90015
Telephone: (213) 765-9225
E-mail Address: zsantana@mva.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name: Manuel Gomez
Title: Grants and Contracts Manager
Address: 1816 S. Figueroa Street
Los Angeles, CA 90015
Telephone: (213) 608-2141
E-mail Address: mgomez@mva.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: University of Southern California

CONTRACT NO. [Click or tap here to enter text.](#)**CONTRACTOR'S PROJECT MANAGER:**

Name: Sara Marie Kintzle

Title: Research Associate Professor and
Deputy Director of the Center for Innovation and Research

Address: Montgomery Ross Fisher Building, 669 W 34th St, Los Angeles, CA 90089-0411

Telephone: 213-821-1308

Facsimile: N/A

E-mail Address: kintzle@usc.edu

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Dragana Davidovic

Title: Principal Contract and Grant Officer

Address: 3720 S. Flower Street, Fl.3
Los Angeles, CA 90089-0701

Telephone: 213-740-1855

Facsimile: N/A

E-mail Address: ddavidov@usc.edu

Name: Heidi Harris

Title: Principal Contract and Grant Officer

Address: 3720 S. Flower Street, Fl.3
Los Angeles, CA 90089-0701

Telephone: (213) 821-9624

Facsimile: N/A

E-mail Address: harrishe@usc.edu

NOTICES TO CONTRACTOR:

Name: Heidi Harris

Title: Principal Contract and Grant Officer

Address: 3720 S. Flower Street, Fl.3
Los Angeles, CA 90089-0701

Telephone: (213) 821-9624

Facsimile: N/A

E-mail Address: harrishe@usc.edu

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

NON-IT CONTRACTS

F1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

THERE'S A BETTER CHOICE. SAFELY SURRENDER YOUR BABY.

Any fire station. Any hospital. Any time.



1.877.222.9723

BabySafeLA.org

No shame | No blame | No names



Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

- 1 Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
- 2 You must leave your newborn with a fire station or hospital employee.
- 3 You don't have to provide your name.
- 4 You will only be asked to voluntarily provide a medical history.
- 5 You have 14 days to change your mind; a matching bracelet (parent) and ankle (baby) are provided to assist you if you change your mind.

No shame | No blame | No names



ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

1.877.222.9723
BabySafeLA.org

THERE'S A BETTER CHOICE.
SAFELY SURRENDER YOUR BABY.



No shame | No blame | No names





FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking

home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?

Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?

No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?

The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?

After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?

Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:

You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org

English, Spanish and 140 other languages spoken.

EXHIBIT INTENTIONALLY OMITTED

EXHIBIT INTENTIONALLY OMITTED

CHARITABLE CONTRIBUTIONS CERTIFICATION

Click or tap here to enter text.

Company Name

Click or tap here to enter text.

Address

Click or tap here to enter text.

Internal Revenue Service Employer Identification Number

Click or tap here to enter text.

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Bidder engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature: _____ Date: Click or tap here to enter text.

Printed Name: Click or tap here to enter text. Title: Click or tap here to enter text.

INFORMATION SECURITY AND PRIVACY REQUIREMENTS EXHIBIT

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 will 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 must 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 must 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 must 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 must:

- 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 must 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 must 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 must 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 must perform ongoing monitoring and audits of operations to identify and mitigate privacy Threats.

The Contractor must 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 must 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 will retain exclusive rights and ownership thereto. County Information must not be used by the Contractor for any purpose other than as required under this Contract, nor will 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 Contractor 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 must 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 must 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

- 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".
- 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 must 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.
- 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 must 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 must 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 must 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 must 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 must 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 must 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 must 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 must 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 will 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, must 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 must 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 must 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 must 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 will also apply to all Subcontractors and third parties. The Contractor or third party will 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 will 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 must 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 must 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 must 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 must 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 must 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 must (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 must 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 must 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 must 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 must 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 must: (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 must 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 will apply to back-up media stored by the Contractor at off-site facilities.

The Contractor must 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 must 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 must 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 must 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 must:

- a. Promptly notify the County's Chief Information Security Officer, the Departmental Information Security Officer, and the County's Chief Privacy Officer of any Incidents involving County Information, within twenty-four (24) hours of detection of the Incident. All notifications must 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:

Ralph Johnson
Chief Information Security Officer
320 W Temple, 7th Floor
Los Angeles, CA 90012
(213) 253-5600

Chief Privacy Officer:

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

Departmental Information Security Officer:

Name: Jose Garcia
Departmental Information Security Officer
1816 S. Figueroa Street
Los Angeles, CA 90015
jgarcia@mva.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 must 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 will 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 will 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 must 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 must 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 must 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 must 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 must 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, will 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 must complete a questionnaire regarding Contractor's Information Security and/or program. The County will pay for the County requested audit unless the auditor finds that the Contractor has materially breached this Exhibit, in which case the Contractor must 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 will 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 must 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 will 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. 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 will 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 will be entitled to retain its own counsel, including, without limitation, County Counsel,. Contractor will 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.

EXHIBIT A

STATEMENT OF WORK AND ATTACHMENTS

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SOW ATTACHMENTS

- 1 Contract Discrepancy Report (CDR)
- 2 Performance Requirements Summary (PRS)

STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

The County of Los Angeles Department of Military and Veterans Affairs (Department) seeks to conduct a longitudinal study focusing on assessing the effectiveness of County Veteran Service Officers (CVSOs) and the cost-savings impact of the CVSO program in California through the University of Southern California. The study shall include 1,000 veterans from a large county (Los Angeles), a medium county, and a small county. It shall detail the objectives, study design, participant selection criteria, geographical considerations, timeline, data collection methods, criteria for CVSO evaluation, confidentiality measures, reporting and analysis procedures, communication plan, and the process for review and approval.

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

2.1 All changes must be made in accordance with Paragraph 8.1 (Amendments) of the Contract.

3.0 QUALITY CONTROL

The Contractor must establish and utilize a comprehensive Quality Control Plan (QCP) to ensure the County receives a consistently high level of research throughout the term of the Contract. The QCP must be submitted to the County's Project Monitor for review. The QCP must include, but may not be limited to, the following:

3.1 Method of monitoring to ensure that Contract requirements are being met;

3.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, must be provided to the County upon request.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in the Contract, Paragraph 8.15 (County's Quality Assurance Plan).

4.1 Contract Discrepancy Report

Verbal notification of a Contract discrepancy will be made to the County's Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem must be resolved within a time period mutually agreed upon by the County and the Contractor.

The Department will determine whether a formal Contract Discrepancy Report (CDR) will be issued. Upon receipt of this document, the Contractor is required to respond in writing to the Department within ten (10) business days,

acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the CDR must be submitted to the Department within thirty (30) business days.

4.2 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract upon thirty (30) day advance written notice and at a mutually agreed upon time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 Intentionally Ommittedd

6.0 RESPONSIBILITIES

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

COUNTY

6.1 Personnel

The County will administer the Contract according to the Contract, Paragraph 6.0 (Administration of Contract – County). Specific duties will include:

- 6.1.1** Monitoring the Contractor's performance in the daily operation of this Contract.
- 6.1.2** Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 6.1.3** Preparing Amendments in accordance with the Contract, Paragraph 8.1 (Amendments).

CONTRACTOR

6.2 Contractor's Project Manager

- 6.2.1** Contractor must provide a full-time Contractor's Project Manager or designated alternate. Contractor must provide a telephone number where the Project Manager may be reached.
- 6.2.2** Contractor's Project Manager must act as a central point of contact with the County.
- 6.2.3** Contractor's Project Manager/alternate must have full authority to act for Contractor on all matters relating to the daily operation of the Contract. Contractor's Project Manager/alternate must be able to effectively communicate, in English, both orally and in writing.

6.3 Personnel

- 6.3.1** Contractor will assign a sufficient number of staff to perform the required work. At least one staff must be authorized to act for Contractor in every

detail and must speak and understand English.

6.4 Uniforms/Identification Badges

6.4.1 .Contractor must ensure their staff are appropriately identified as set forth in Paragraph 7.4 (Contractor's Staff Identification), of the Contract.

6.5 Materials and Equipment

6.5.1 The purchase of all materials/equipment to perform research, as consistent with the Statement of Work, is the responsibility of the Contractor. Contractor must use materials and equipment that are safe for the environment and safe for use by the employee.

6.6 Training

6.6.1 Contractor must provide training programs for all new employees and continuing in-service training for all staff.

6.6.2 All staff must be trained in their assigned tasks and in the safe handling of equipment. All equipment must be checked daily for safety. All staff must wear safety and protective gear according to OSHA standards.

6.7 Contractor's Office

Contractor must maintain an office with a telephone in the company's name where Contractor conducts business.

7.0 HOURS/DAY OF WORK

The Contractor is not required to provide services on [County-recognized holidays](#).

8.0 INTENTIONALLY OMITTED

9.0 INTENTIONALLY OMITTED

10.0 SPECIFIC WORK REQUIREMENTS

10.1 Study Overview

10.1.1 The purpose of the proposed research is to examine the veteran well-being and cost- savings impact of the CVSO program in several California counties. This longitudinal study will survey veterans who connect with CVSOs to examine the following study aims: 1) determine effectiveness of the CVSOs in connecting veterans to benefits; 2) explore the impact of benefit connection over time on veteran well-being; and 3) calculate the financial impact of the CVSO program.

10.2 Location

10.2.1 Three counties will be identified for inclusion in the study, including Los Angeles County, a medium sized county and one small county.

10.3 Technical Strategy

10.3.1 Veterans who connect with the CVSO program will serve as the sampling frame for the study. Three counties will be identified for inclusion in the study, including Los Angeles County, a medium sized county and one small county. Approximately 1000 veterans will be recruited to participate in the study. CVSOs will provide the study team with the contact information (email) for veterans who reach out for benefit support. Potential participants will be sent an email invitation to participate in a longitudinal study. Those who agree to participate will complete surveys at baseline, 5 months, 10 months and 15 months post their entrance into the program.

10.3.2 Surveys will be completed online through Qualtrics.

10.3.3 Study outcomes will include, but are not limited to, financial, housing and food security, legal issues including incarceration, employment, health care utilization and hospitalizations, use of county, state and government assistance programs, and well-being factors such as physical health, mental health and life satisfaction. Outcomes will focus on factors that may determine the impact of CVSO on well-being, as well as factors that may demonstrate financial benefits at the county level.

10.3.4 Focus groups will be conducted with veterans to provide an in-depth exploration of the CVSO program. These analyses will focus on what lead veterans to seek out benefit assistance, their experience in the CVSO program and the impact of that experience on well-being. In addition, survey data will be used to inform the development of focus group questions that provide insight into the study aims. Participants who completed the survey will be randomly selected and invited to participate in focus groups.

10.3.5 Quantitative survey data will be analyzed using several methods. First, we will conduct standard statistical diagnosis and transformation of study variables, perform descriptive analysis of background variables, plot means of the continuous outcome variables at each time point, and assess reliability of study scales (i.e., Cronbach's alpha). Secondly, individual trajectory will be plotted for the whole sample to visualize the change pattern over the study period – whether the change is linear or curvilinear. To model the trajectories of outcomes change over the study period, we will use linear mixed effects models or generalized linear mixed effects models for continuous or binary outcome variables, respectively. By specifying the random effects of intercept (baseline

scores) and slope (trajectories), mixed-effect models accounted for the non- independence among repeated measures within same individual in a longitudinal design.

10.3.6 Qualitative focus group data will be analyzed using thematic analysis. Focus groups will be recorded for analysis, transcribed, and then entered into NVivo software for analyses. Data will be analyzed by two independent researchers, using the constant comparison method.

10.4 Deliverables

10.4.1 Study progress emails to be delivered quarterly throughout the year.

10.4.2 Final report will be submitted in Year 2 outlining study findings and recommendations.

10.4.3 A presentation of findings to the CVSO and stakeholders.

10.5 The proposed research will be conducted over 24 months. The following provides the expected tasks and timeline.

Abbreviations: PI – Principal Investigator, CI – Co - Investigator, PS1 & PS2 - Project Specialist, DCS– Data Collection Specialists

	Timeline
Preparation for Data Collection	Months
Task 1. Meeting with CVSO team to outline study procedures	1
Task 2. Development and refinement of survey instrument	1-3
Task 3. Development of IRB Materials	1-3
Task 4. Obtain Study Incentives	3-4
Task 5. Institutional Review Board Approval	4
Task 6. Develop Mechanisms for Monitoring Study Procedures	4
Data Collection	
Task 1. Recruitment of Participants	5-7
Task 2. Data Collection Baseline Survey	5-7
Task 3: Qualitative Data Protocol Development	8-9
Task 4: Qualitative Institutional Review Board Approval	9

Task 5. Data Collection Five Month Survey	10-12
Task 6: Qualitative Data Collection	12-20
Task 7. Data Collection Ten Month Survey	15-17
Task 8. Data Collection Fifteen Month Survey	20-22
Data Analysis	
Task 1. Data Cleaning	9-20
Task 2. Survey Data Analysis	9-21
Task 3: Qualitative Data Analysis	15-21
Task 3. Final Report	22-24
Task 4. Presentation of Findings	24

***data sets shall not be considered a Deliverable under this agreement.**

11.0 GREEN INITIATIVES

11.1 Contractor must use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.

12.0 PERFORMANCE REQUIREMENTS SUMMARY

A Performance Requirements Summary (PRS) Chart, Attachment 2 of this Exhibit A, listing required research in accordance with the Statement of Work and Deliverables that will be monitored by the County during the term of this Contract is an important monitoring tool for the County.

All listings of research in accordance with the Statement of Work and Deliverables referenced in the PRS Chart are intended to be completely consistent with the Contract and the SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between research in accordance with the Statement of Work or Deliverables as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any research in accordance with the Statement of Work or Deliverable seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent research in accordance with the Statement of Work will be null and void and place no requirement on Contractor.

CONTRACT DISCREPANCY REPORT

SAMPLE

CONTRACTOR RESPONSE DUE BY _____

Date: Click or tap here to enter text.		Contractor Response Received: Click or tap here to enter text.	
Contractor: Click or tap here to enter text.	Contract No.: Click or tap here to enter text.	County's Project Manager: Click or tap here to enter text.	
Contact Person: Click or tap here to enter text.	Telephone: Click or tap here to enter text.	County's Project Manager Signature:	
Email: Click or tap here to enter text.		Email: Click or tap here to enter text.	

A contract discrepancy(s) is specified below. The Contractor will take corrective action and respond back to the **County personnel** identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

*Use additional sheets if necessary

_____ [Click or tap here to enter text.](#)
Contractor's Representative Signature **Date Signed**

Additional Comments: Click or tap here to enter text.
--

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	CORRECTIVE ACTION
Contract: Paragraph 7.0 - Administration of Contract - Contractor	Contractor must notify the County in writing of any changes to information on Exhibit E, Contractor's Administration	Inspection & Observation	Submit corrective action plan within ten (10) business days.
Contract: Sub-paragraph 8.38 - Record Retention & Inspection-Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.38	Inspection of files	Submit corrective action plan within ten (10) business days.
Contract: Sub-paragraph 8.40 - Subcontracting	Contractor must obtain County's written approval prior to subcontracting any work.	Inspection & Observation	Submit corrective action plan within ten (10) business days.

SOLE SOURCE CHECKLIST

Department Name: _____

- New Sole Source Contract
- Sole Source Amendment to Existing Contract

Date Existing Contract First Approved: _____

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

Chief Executive Office

Date

Sole Source Justification

USC CVSO Longitudinal Research Study

1. What is being requested?

The Department of Military and Veterans Affairs (MVA) requests the Board's approval to enter into a sole source contract with the University of Southern California (USC) to conduct a longitudinal study of 1,000 veterans to assess the effectiveness of County Veteran Service Officers (CVSOs). This contract will be funded using a Productivity Investment Funds (PIF) grant recently awarded to the MVA.

A Sole Source is required due to the time constraint of conducting this study to ensure its completion within the next 24 months to help guide upcoming legislative changes critical to CVSO funding. USC also has specialized knowledge, proprietary methodologies, and established relationships within the veteran community and USC's contribution to fund a portion of this research.

Total Cost:

The total cost of the contract is \$294,000.

2. Why is the service needed – how will it be used?

The recommended actions will enable the Department to contract with USC to conduct a longitudinal study to assess the effectiveness of CVSOs in connecting veterans to benefits, explore the impact of benefit connection on veteran well-being over time, and calculate the financial impact of the CVSO program. The State of California sets statutory requirements related to the CVSO program in the Military and Veterans State Code. This Code language establishes the CVSO program and indicates that County Veterans Service offices' compensation and expenses are the responsibility of each county.

The study must be completed within the next 24 months due to a pressing timeline. This timeframe is crucial to provide timely data and insights that will inform and guide upcoming legislative changes essential to securing and optimizing funding for CVSOs. The accelerated schedule is necessary to ensure that the findings can directly influence policy decisions and legislative actions that are vital for the continued support and enhancement of CVSO operations and services.

3. Is this brand of product the only product the only one that meets the user's requirements?

NA

4. Have other products or vendors been considered?

No due to the time constraints necessitating that the study is completed within the next 24 months to help guide upcoming legislative changes critical to CVSO funding. A Request for Proposals would delay the study, potentially negatively

USC has specialized knowledge on veterans needs, proprietary methodologies, and established relationships within the veteran community. Additionally, USC is funding a portion of this research through their own funding.

5. Will purchase of this product avoid other costs?

Yes. Contracting with USC for this research will avoid approximately \$110,000 in additional research cost through their in-kind contribution.

6. Is this service available from other providers?

Yes. However, a RFP would impact the time available to conduct this study. USC's specialized knowledge, proprietary methodologies, and established relationships within the veteran community also uniquely positions them to perform the required research study based on their extensive expertise in veteran-related research.

7. Reasonableness of price. Does County obtain a percentage discount or special discount not available to the private sector?

No

8. What is the dollar value of the existing equipment?

N/A

9. Is this service the only one that meets the user's requirements?

There may be other providers that could meet the requirements but due to time constraints, the department is not able to pursue a traditional contract process.



COUNTY OF LOS ANGELES
MILITARY AND VETERANS AFFAIRS
1816 S. Figueroa Street
Los Angeles, California 90015
mva.lacounty.gov



Jim Zenner
Director

October 16, 2023

TO: EACH SUPERVISOR

FROM: JAMES ZENNER, DIRECTOR

NOTICE OF INTENT TO NEGOTIATE A SOLE SOURCE CONTRACT WITH THE UNIVERSITY OF SOUTHERN CALIFORNIA

In compliance with Board Policy 5.100, Sole Source Contracts, this memo is to notify your Honorable Board (Board) that the County of Los Angeles Department of Military and Veterans Affairs (Department) intends to enter into negotiations for a sole source contract with the University of Southern California (USC) to conduct a longitudinal study of 1,000 veterans to assess the effectiveness of County Veteran Service Officers, also known as CVSOs. This contract will be funded using Productivity Investment Funds (PIF) grant funds recently awarded to the Department.

The study will assess the effectiveness of CVSOs in connecting veterans to benefits, explore the impact of benefit connection on veteran well-being over time, and calculate the financial impact of the CVSO program. The State of California sets statutory requirements related to the CVSO program in the Military and Veterans State Code. This Code language establishes the CVSO program and indicates that County Veterans Service offices' compensation and expenses are the responsibility of each county.

However, the Department of Veterans Affairs (VA) can provide financial support from state funds based on their determined amount. The state recognized that the current funding of \$11 million covered only half of the CVSO program's costs statewide. Therefore, they would consider the possibility of increasing the annual budget for the CVSO program if we are able to demonstrate the long-term benefit to our veterans and a cost saving for other state and local services. To best address this, we are conducting a longitudinal study to examine the efficacy and cost-savings impact of the CVSO program in the County of Los Angeles, which has the largest concentration of veterans in the entire state and nation.

The Department recently presented this longitudinal study to the Quality and Productivity Commission (QPC) and was awarded a total grant amount of \$294,321 in PIF funding to support this study. As a result, we are securing USC's leading experts in military and veteran-related research that will lead the study to ensure the veteran community is adequately represented and powered for analysis. Additionally, USC is leveraging its own funding, in the amount of \$112,000 in order to complete the study.

The Honorable Board of Supervisors

October 16, 2023

Page 2

The proposed contract shall be for a period of two (2) years beginning in early 2024, with the option to extend one additional year. The contract amount is \$294,321, for the entirety of the contract term, financed through the PIF. There will be no net County cost associated with the contract.

The Department will commence contract negotiations unless otherwise instructed by your Board.

If you have any questions, please contact me at (213) 765-9679, or your staff may contact Acting Chief Deputy Director, Zuleyda Santana, at (213) 574-8008.

JZ:ZS:jd

c: Each Board Deputy

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

CLUSTER AGENDA REVIEW DATE	9/25/2024	
BOARD MEETING DATE	10/8/2024	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS	
SUBJECT	The County of Los Angeles Department of Military and Veterans Affairs (MVA) is requesting Board of Supervisors' (Board) approval to enter into an agreement (Agreement) with the Warrior Heritage Foundation (Foundation), a California 501(c)(3) nonprofit corporation, for the provision of services contemplated in this Agreement by the Foundation to MVA.	
PROGRAM	AGREEMENT BETWEEN THE DEPARTMENT OF MILITARY AND VETERANS AFFAIRS AND THE WARRIOR HERITAGE FOUNDATION	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$250,000	Funding source: N/A
	TERMS (if applicable): Five years, but no more than 10 years	
	Explanation: The term of this Agreement is for five (5) years commencing after full execution of this Agreement, unless terminated pursuant to the applicable terms hereof, during which time Foundation shall perform the services provided for herein. MVA will have the sole option to extend the Agreement term for up to five (5) additional one-year periods.	
PURPOSE OF REQUEST	Delegate authority to the Director of MVA, or his designee to enter into an Agreement, substantially similar to Attachment A, with the Foundation to: a) support and advance the mission and work of MVA; b) manage space rental for private and public events at Bob Hope Patriotic Hall (Patriotic Hall) at a maximum annual management fee of \$150,000; c) manage and execute community outreach events that advance MVA's mission at a maximum obligation of \$100,000 only for the first 12 months of such Agreement; and d) manage and curate the Patriotic Hall's military artifacts.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The recommended actions establish a strategic partnership between the Foundation and the Department of Military and Veterans Affairs (MVA) to advance MVA's mission by raising charitable contributions, promoting programs, and distributing resources to support military and veteran families. The Foundation will also manage several operational aspects of Patriotic Hall, including overseeing rentals, coordinating events, and ensuring compliance with regulations. This partnership enhances community outreach, connects veterans to critical resources, and preserves Patriotic Hall's military history.	

EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Approval of the recommended actions is consistent with the County's Strategic Plan, North Star 1: LA County is a highly responsive organization investing in solutions that address our most complex societal challenges (health, jobs, housing, food insecurity, and recidivism) affecting our most vulnerable communities – one person at a time; and North Star 3: The increasingly dynamic and complex environment challenges our collective abilities to respond to public needs and expectations. LA County is an innovative, flexible, effective, and transparent partner focused on advancing the common good and being fiscally responsible.
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Zuleyda Santana, Chief Deputy (213) 574-8008 – zsantana@mva.lacounty.gov



COUNTY OF LOS ANGELES
MILITARY AND VETERANS AFFAIRS
1816 S. Figueroa Street
Los Angeles, California 90015
mva.lacounty.gov



Jim Zenner
Director

October 8, 2024

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:

**AGREEMENT BETWEEN
THE DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
AND THE WARRIOR HERITAGE FOUNDATION
(ALL DISTRICT) (3 VOTES)**

SUBJECT

The County of Los Angeles Department of Military and Veterans Affairs (MVA) is requesting Board of Supervisors' (Board) approval to enter into an agreement (Agreement) with the Warrior Heritage Foundation (Foundation), a California 501(c)(3) nonprofit corporation, for the provision of services contemplated in this Agreement by the Foundation to MVA.

IT IS RECOMMENDED THAT YOUR HONORABLE BOARD:

1. Delegate authority to the Director of MVA, or his designee to enter into an Agreement, substantially similar to Attachment A, with the Foundation to: a) support and advance the mission and work of MVA; b) manage space rental for private and public events at Bob Hope Patriotic Hall (Patriotic Hall) at a maximum annual management fee of \$150,000; c) manage and execute community outreach events that advance MVA's mission at a maximum obligation of \$100,000 only for the first 12 months of such Agreement; and d) manage and curate the Patriotic Hall's military artifacts, for a term of five (5) years, with five (5) one-year extension options.
2. Delegate authority to the Director of MVA, or his designee to amend, extend, or terminate the Agreement, provided that such amendments are reviewed and approved as to form by County Counsel and a 10 day notice is provided to the Board and the Chief Executive Office, via Board memo.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will establish an Agreement between the Foundation and MVA, creating a strategic partnership that empowers the Foundation to advance and support MVA's mission and initiatives. This includes, but is not limited to, raising charitable contributions, community outreach, promoting programs, distributing funds and other resources to aid, sponsor, promote, advance, and assist military and veteran families. By leveraging the Foundation's resources and expertise, this partnership will work towards measurable improvements in the quality of life for military personnel, veterans, and their families through targeted support and programmatic investments.

In addition to supporting MVA's mission, the Agreement outlines provisions for the Foundation to manage several operational aspects of Patriotic Hall, a historic landmark dedicated to serving the veteran community. Under the Agreement, the Foundation will have the authority to oversee the rental of Patriotic Hall's facilities for private and public events, setting rental fees, which will be subject to MVA's approval, coordinating event logistics, and ensuring compliance with all applicable insurance requirements, County policies, ordinances, rules and regulations, and state and federal laws. This ensures the space is utilized in a manner that aligns with the community's needs while generating additional revenue streams. This will not only optimize the usage of the venue but also provide financial support for ongoing veteran-centric activities.

Furthermore, the Foundation will play a key role in supporting MVA's community outreach and public engagement efforts. This includes coordinating events that connect veterans and their families to critical resources, fostering community connections, and amplifying MVA's presence in Los Angeles County. By centralizing event management, the Foundation can ensure these initiatives are well-organized, impactful, and aligned with MVA's strategic goals.

The Agreement also allows the Foundation to manage, curate, and preserve the Patriotic Hall's military history and artifacts. This component of the partnership ensures that the rich history and legacy of Los Angeles County's veterans are preserved, celebrated, and made accessible to the public. Through exhibitions, educational programming, and other heritage initiatives, the Foundation will help safeguard the stories of those who have served, fostering a deeper connection between the veteran community and the public.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan, North Star 1: LA County is a highly responsive organization investing in solutions that address our most complex societal challenges (health, jobs, housing, food insecurity, and recidivism) affecting our most vulnerable communities – one person at a time; and North Star 3: The increasingly dynamic and complex environment challenges our collective abilities to respond to public needs and expectations. LA County is an innovative, flexible, effective, and transparent partner focused on advancing the common good and being fiscally responsible.

FISCAL IMPACT/FINANCING

MVA shall encumber \$150,000 from its own budget for the first 12 months of this Agreement to cover the Foundation's management fee for any related costs and expenses to establish the framework for space rentals at Patriotic Hall, which may be offset by any revenue collection during the initial 12 months of the Agreement. After the initial 12 months following the execution of the Agreement, the Foundation shall collect its management fee from the funds received through revenue collected from space rentals for private and public events at Patriotic Hall. Additionally, any revenue generated in excess of \$150,000 will be divided between the Foundation and MVA, on a 90/10 percent basis respectively.

Moreover, MVA shall encumber approximately \$100,000 from its own budget for the first 12 months of this Agreement for the Foundation to plan, manage, and execute community and outreach events directed by MVA. After the initial 12 months following the execution of the Agreement, the Foundation shall absorb all costs related to community and outreach events.

MVA does not anticipate additional operating costs as a result of this Agreement. The Agreement was designed specifically to have no net County cost impact and also includes a "revenue-sharing" feature to possibly experience an increase in revenue for MVA. However, the amount of this revenue cannot be reasonably estimated at this time due to several factors: 1) this revenue is new to MVA; 2) lack of historical data; and 3) revenue to MVA is based on a collections threshold and surpassing that threshold. Should the revenue become material or significant, MVA will address this in the appropriate year's budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This Agreement will be administered by MVA and is being entered into pursuant to County Fiscal Manual (CFM), in order to set forth the respective duties and obligations of MVA and the Foundation with respect to the continued relationship and activities of each, including financial and conflict of interest reporting, and the use of MVA resources. The Foundation will be responsible for hiring staff to perform the responsibilities set forth in the Agreement and for all salaries, benefits, and insurance requirements.

The Foundation is a duly incorporated nonprofit public benefit corporation registered with the State of California and is authorized by law to provide the services contemplated by this Agreement.

This Agreement contains terms and conditions supporting your Board's ordinances, policies, and programs.

County Counsel has approved the Agreement as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of the recommended actions will ensure ongoing financial and operational commitment from MVA and the Foundation to improve and advance military and veteran programs that will further MVA's mission to measurably improve the quality of life for military and veteran families in Los Angeles County.

CONCLUSION

Upon approval by your Board, please instruct the Executive Officer of the Board to return two (2) approved copies of this adopted action to:

Department of Military and Veteran Affairs of Los Angeles County
Zuleyda Santana, Chief Deputy Director
1816 S. Figueroa Street
Los Angeles, CA 90015

The Department's contact may be reached at zsantana@mva.lacounty.gov or (213) 765-9225.

Respectfully submitted,

JIM ZENNER, DIRECTOR

JZ:ZS:tr

Enclosure

c: Chief Executive Officer
County Counsel

AGREEMENT BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
THE WARRIOR HERITAGE FOUNDATION

This AGREEMENT is made and entered into this _____ day of _____, 2024, by the **COUNTY OF LOS ANGELES, by and through its DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**, referred to as "**MVA**," and the **WARRIOR HERITAGE FOUNDATION**, referred to as "**FOUNDATION**," a California nonprofit corporation.

WHEREAS, MVA and FOUNDATION enter into this Agreement pursuant to the County Fiscal Policy, Chapter 16, Departmental Foundations/Support Groups, in order to set forth their respective duties and obligations with respect to the continued relationship and activities of each, the receipt and use of donated funds and resources, and the use of MVA resources;

WHEREAS, FOUNDATION was incorporated in 2024 under the Nonprofit Public Benefit Corporation Law to operate as a Nonprofit Public Benefit Corporation specifically to support and advance the mission and work of MVA. This includes, but is not limited to, community outreach, promoting programs, distributing funds and other resources to aid, sponsor, promote, advance, and assist military and veteran families; managing events and space rentals for private events; preserving military history and artifacts; and other activities aligned with benefiting MVA; and the FOUNDATION is not organized for the private gain of any person;

WHEREAS, in the interest of efficiency and the ability to attract public interest for the rental of private events at the County-owned Bob Hope Patriotic Hall, MVA and FOUNDATION desire that all space rental requests are managed and executed by the FOUNDATION;

WHEREAS, in the interest of cost efficacy and efficiency, MVA and FOUNDATION desire that outreach, educational, cultural, and stand down events that advance MVA's mission and veteran engagement be managed and executed by the FOUNDATION;

WHEREAS, MVA and FOUNDATION desire that all military history and artifacts be managed, curated, and preserved by the FOUNDATION, to include curation of exhibits for various war eras and cultural events;

WHEREAS, FOUNDATION is a duly incorporated domestic non-profit corporation registered with the State of California and is authorized by law to provide the services contemplated by this Agreement; and

WHEREAS, FOUNDATION is qualified by reason of experience and organization to provide the services contemplated by this Agreement;

NOW, THEREFORE, in consideration of the foregoing conditions herein contained, MVA and FOUNDATION do hereby agree to the following:

1. TERM OF AGREEMENT

The term of this Agreement is for five (5) years commencing after full execution of this Agreement, unless terminated pursuant to the applicable terms hereof, during which time FOUNDATION shall perform the services provided for herein. MVA will have the sole option to extend the Agreement term for up to five (5) additional one-year periods.

2. DESCRIPTION OF FOUNDATION'S SERVICES

- a. FOUNDATION will provide funds, services as described in Section 2 herein, and other resources, as requested by the MVA Director or their designee, to MVA for aiding, sponsoring, promoting, improving and advancing military and veteran programs and encourage, develop and conduct original research for military and veteran programs and services for the residents of Los Angeles County and other services as deemed necessary by the MVA Director or their designee.
- b. FOUNDATION will execute outreach events in collaboration with MVA aligned with MVA's strategic goals and tailored to effectively engage and serve military and veteran communities. These outreach events will be designed to provide essential resources, information, and support services directly to veterans, active-duty service members, and their families. These events shall be at the request of MVA and shall include planning, event design, event logistics, coordination of resources, outreach promotion, and post-event evaluation to ensure effective delivery and alignment with MVA's objectives.
- c. FOUNDATION will be responsible for the management of rental spaces for private and public use (e.g., private events include weddings, corporate meetings, and exclusive gatherings, while public events are community-focused, such as veterans' resource fairs, educational seminars, cultural exhibits, and celebrations supporting the military and veteran communities) events at Bob Hope Patriotic Hall. This responsibility includes, but is not limited to, overseeing all rental agreements, setting rental fees (provided they are approved by MVA), coordinating event logistics, and ensuring compliance with all applicable insurance requirements, County policies, ordinances, rules and regulations, and state and federal laws.
 1. For the limited purposes of this section, FOUNDATION shall have reasonable access to the areas identified in subsection (2), below, to carry out the duties set forth in subsection (c), above. It is expressly understood that the access authorized by this section does not constitute the conveyance by County to FOUNDATION of any estate or interest in real or personal property, including any leasehold interest, in Bob Hope Patriotic Hall.

2. The FOUNDATION shall have reasonable access to the following areas:
 - i. Auditorium
 - ii. Lobby
 - iii. Library
 - iv. Basement Lobby
 - v. Purple Heart Dining Room
 - vi. Lincoln Room
 - vii. Marine Room
 - viii. Wilson Room
 - ix. Nimitz Room
 - x. Gymnasium
 - xi. Parking Lot
 - xii. Kitchen
 - xiii. Storage Rooms
 3. FOUNDATION shall develop a standard rental agreement, subject to MVA's approval, to be used for all event rentals. Such rental agreement shall include comprehensive insurance and indemnification provisions, which must be reviewed and approved by MVA to ensure compliance with all County requirements.
 4. FOUNDATION shall make reasonable efforts to advertise the availability of space rentals at Bob Hope Patriotic Hall for private and public events.
 5. FOUNDATION shall be responsible for providing custodial and security services at all events that take place after regular business hours.
- d. The FOUNDATION will manage, curate, and preserve all military history and artifacts, including the creation and maintenance of exhibits representing various war eras and the organization of cultural events that highlight the military's role in broader historical and cultural contexts. This includes ensuring the proper care, documentation, and display of artifacts, designing educational and commemorative exhibits, and hosting events that engage the community with the rich heritage of the armed forces.
1. For the limited purposes of this section, FOUNDATION shall have reasonable access to the Bob Patriotic Hall to carry out the duties set forth in subsection (d), above, and will coordinate with MVA when such access is needed. It is expressly understood that the access authorized by this section does not constitute the conveyance by County to FOUNDATION of any estate or interest in real or personal property, including any leasehold interest, in Bob Hope Patriotic Hall.
 2. Any damage to the military history and artifacts due to the actions or inactions of the FOUNDATION or its employees or agents shall be paid for by the FOUNDATION.

3. BUDGET AND REVENUE SHARING

- a. As consideration for FOUNDATION's performance of responsibilities described in Section 2(c) of this Agreement, MVA shall ensure FOUNDATION receives a minimum management fee of \$150,000 annually, during the term of this Agreement. Said management fee shall be paid from funds received through

revenue collected from space rentals for private and public events at Bob Hope Patriotic Hall collected by the FOUNDATION through this Agreement.

1. At no time will the \$150,000 management fee paid to FOUNDATION be reduced due to fluctuations in space rental revenues, unless such fluctuation is due to causes beyond reasonable control, including but not limited to acts of God, natural disasters (e.g., earthquakes, floods, hurricanes), pandemics, epidemics, public health emergencies, government-mandated shutdowns, strikes, lockouts, wars, acts of terrorism.
2. FOUNDATION shall receive up to a maximum sum of \$150,000 from MVA to provide the services described under Section 2(c) of this Agreement during the **first twelve (12) months** of this Agreement, which may be offset by any revenue collected during the initial twelve (12) months of this Agreement.
3. FOUNDATION shall collect its management fee from the funds received through revenue collected from space rentals for private and public events at Bob Hope Patriotic Hall after the **initial twelve (12) months** following execution of this Agreement. FOUNDATION shall, beginning after the **initial twelve (12) months** following execution of this Agreement, and continuing thereafter on an annual fiscal year basis, retain the first \$150,000 in space rental revenues.
4. All space rental revenue that exceeds an annual total of \$150,000 shall be divided between MVA and the FOUNDATION, with MVA receiving a "Revenue Share" of ten (10) percent of any revenue above a total of \$150,000.
5. Within thirty (30) days of the conclusion of each fiscal quarter, the FOUNDATION shall provide an accounting of revenue received. The accounting shall include payment of any "Revenue Share" due to MVA.
6. FOUNDATION shall have no claim against MVA for payment of any monies or reimbursement for any services provided by FOUNDATION after the expiration of this Agreement.
7. FOUNDATION must invoice for the **initial twelve (12) months** of this Agreement for providing the services described under Section 2(c) of this Agreement and must prepare invoices, which will include the charges owed to the FOUNDATION by MVA under the terms of this Agreement.
 - i. FOUNDATION must submit the monthly invoices to MVA by the 15th calendar day of the month following the month of service.

- ii. All invoices under this Agreement must be submitted in two (2) copies to the following address:

Contracts@mva.lacounty.gov
Attn: Allan Ochoa, Departmental Finance Manager
aochoa@mva.lacounty.gov

- b. FOUNDATION shall receive up to a maximum sum of \$100,000 from MVA to provide the services described under Section 2(b) of this Agreement during the **first twelve (12) months** of this Agreement.

- 1. FOUNDATION shall cover all costs related to providing the services described in Section 2(b) of this Agreement after the **initial twelve (12) months** following execution of this Agreement. Such costs shall be covered through fundraising efforts and the revenue collected through space rentals by the FOUNDATION.

- 2. FOUNDATION shall have no claim against MVA for payment of any monies or reimbursement for providing the services described in Section 2(b) of this Agreement after the **initial twelve (12) months** following execution of this Agreement.

- 3. FOUNDATION must invoice for the **initial twelve (12) months** of this Agreement for providing the services described under Section 2(b) of this Agreement and must prepare invoices, which will include the charges owed to the FOUNDATION by MVA under the terms of this Agreement.

- i. FOUNDATION must submit the monthly invoices to MVA by the 15th calendar day of the month following the month of service.

- ii. All invoices under this Agreement must be submitted in two (2) copies to the following address:

Contracts@mva.lacounty.gov
Attn: Allan Ochoa, Departmental Finance Manager
aochoa@mva.lacounty.gov

4. FOUNDATION OBLIGATIONS

- a. FOUNDATION may solicit donations in consultation with MVA, including, but not limited to, equipment, monetary, advertising, and other related resources, from private entities and apply for grants to support the obligations within this Agreement.

- b. FOUNDATION shall utilize their own staff to execute the obligations set forth in this Agreement. At no time shall the FOUNDATION utilize MVA staff to perform

any of its obligations under this Agreement, unless it is explicitly authorized by MVA and subject to the reimbursement of MVA staff time and resources in accordance with mutually agreed-upon terms.

- c. FOUNDATION will represent MVA and/or MVA Director at professional associations only if mutually agreed upon and as resources are available.
- d. FOUNDATION will not use County time, materials, or resources to engage in social media activities, unless otherwise authorized by the Director of MVA.
- e. FOUNDATION shall satisfactorily provide the following information and/or reports to MVA:
 - i. Upon MVA's request, submit to MVA the Annual Reporting Form for Foundation Activities within thirty (30) days of request.
 - ii. Upon written request not less than a thirty (30)-day notice, FOUNDATION will make available to MVA and the Los Angeles County Auditor-Controller their compiled financial statements.
 - iii. FOUNDATION will provide an account of the tangible/intangible benefits provided to MVA in a narrative form that describes the programs/services provided.
 - iv. Upon request, FOUNDATION shall cooperate with MVA to provide records of expenses incurred by MVA on behalf of the FOUNDATION when and to the extent FOUNDATION has access to such records and MVA does not.
 - v. Upon written request not less than a thirty (30) day notice, the FOUNDATION will disclose to potential donors the types of items, activities, and programs for which contributions or donations will be used.
 - vi. FOUNDATION will maintain secure tax-exempt status and any required business license(s) if it solicits monetary donations from the public.

5. MVA OBLIGATIONS

- a. MVA will assist FOUNDATION in providing the aforementioned services by providing, as legally permissible, the following: technology support, personnel releases, administrative and program staff support, temporary and occasional use of space, utilities, supplies, travel/transportation or other resources on an as needed basis to the extent that these resources are available and are, as determined by the MVA Director or their designee, in the best interest of MVA and County.

- b. FOUNDATION shall have permission to use the following address for routine correspondence:

1816 S. Figueroa Street
Los Angeles, CA 90015

- c. MVA costs incurred on behalf of the FOUNDATION should be commensurate with the volume and significance of the benefit received (i.e., FOUNDATION benefit to MVA should outweigh the MVA's costs incurred in maintaining the relationship). MVA will notify FOUNDATION concerning any cost-benefit concerns related to this Agreement.
- d. All MVA employees engaging in FOUNDATION activities will do so in an off-duty capacity, unless such activities are within the scope of this Agreement, or are otherwise authorized by the MVA Director or their designee.

6. FOUNDATION EMPLOYEES AND EQUIPMENT

FOUNDATION agrees that FOUNDATION has secured or will secure at FOUNDATION's own expense all persons, employees and equipment required beyond the aforementioned MVA services to perform the services required under this Agreement and that all such services will be performed under FOUNDATION supervision, by persons authorized by law to perform such services. This is not intended to limit "In-Kind Donations" from MVA.

7. CONFLICT OF INTEREST

FOUNDATION and its subsidiaries and its agents and employees shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. FOUNDATION warrants that it is not now aware of any fact which creates a conflict of interest. If the FOUNDATION hereafter becomes aware of any facts which might reasonably be expected to create a conflict of interest it shall immediately make full written disclosure of such fact to MVA. Full written disclosure shall include, with limitation, identification of all persons implicated, and a complete description of all relevant circumstances.

8. TERMINATION

MVA or FOUNDATION may terminate this Agreement without cause upon thirty (30) days' written notice. All operations under this Agreement shall cease effective the thirtieth (30th) day after receipt of notice of termination and both Parties' obligations under this Agreement shall cease on that date.

9. PROGRAM ADMINISTRATION

This Agreement will be administered by the MVA.

10. CONFIDENTIALITY

FOUNDATION shall maintain the confidentiality of all records, including but not limited to MVA records, in accordance with all applicable federal, state, and local laws, regulations, ordinances, and directives as to confidentiality and privileges.

MVA shall maintain the confidentiality of all records, including but not limited to FOUNDATION records, in accordance with all applicable federal, state, and local laws, regulations, ordinances, and directives as to confidentiality and privileges.

11. INDEMNIFICATION

a. FOUNDATION shall indemnify, defend and hold harmless COUNTY, its trustees, officers, agents, and employees from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of FOUNDATION, its trustees, officers, agents or employees.

b. Any entity hired by FOUNDATION shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

12. GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Foundation's indemnification of the County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Foundation shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Paragraphs 12 and 13 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other Contractual obligation imposed upon Foundation pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect Foundation for liabilities which may arise from or relate to this Agreement.

a. Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Foundation's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Agreement.
- Renewal Certificates must be provided to County not less than ten (10) days prior to Foundation's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Foundation and/or Foundation's sub-contractor insurance policies at any time.
- Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the Foundation identified as the contracting party in this Agreement. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Foundation, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements must be sent to:

County of Los Angeles
Grants and Contracts Division
contracts@mva.lacounty.gov
Attention: Christopher Benavides
- Foundation also must promptly report to County any injury or property damage accident or incident, including any injury to a Foundation employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Foundation. Foundation also must promptly notify County of any third-party claim or suit filed against Foundation or any of its subcontractors which arises from or relates to this Agreement and could result in the filing of a claim or lawsuit against Foundation and/or County.

b. Additional Insured Status and Scope of Coverage

The County, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under Foundation's General Liability policy with respect to liability arising out of Foundation's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status will apply with respect to liability and defense of suits arising out of the Foundation's acts or omissions, whether such liability is attributable to the Foundation or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

c. Cancellation of or Changes in Insurance

Foundation must provide County with, or Foundation's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

d. Failure to Maintain Insurance

Foundation's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Foundation, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Foundation resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Foundation, deduct the premium cost from sums due to Foundation or pursue Foundation reimbursement.

e. Insurer Financial Ratings

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

f. Foundation's Insurance Must Be Primary

Foundation's insurance policies, with respect to any claims related to this Agreement, must be primary with respect to all other sources of coverage available to Foundation. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any Foundation coverage.

g. Waivers of Subrogation

To the fullest extent permitted by law, the Foundation hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Foundation must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

h. Subcontractor Insurance Coverage Requirements

Foundation must include all subcontractors as insureds under Foundation's own policies or must provide County with each subcontractor's separate evidence of insurance coverage. Foundation will be responsible for verifying each subcontractor complies with the Required Insurance provisions herein and must require that each subcontractor name the County and Foundation as additional insureds on the subcontractor's General Liability policy. Foundation must obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

i. Deductibles and Self-Insured Retentions (SIRs)

Foundation's policies will not obligate the County to pay any portion of any Foundation deductible or SIR. The County retains the right to require Foundation to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Foundation's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the State of California.

j. Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date must precede the effective date of this Agreement. Foundation understands and agrees it will maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

k. Application of Excess Liability Coverage

Foundation may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

l. Separation of Insureds

All liability policies must provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

m. Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Foundation use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

n. County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

13. INSURANCE COVERAGE

- a. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1million
Each Occurrence:	\$1 million

- b. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of Foundation's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

- c. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Foundation will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Foundation's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

d. Unique Insurance Coverage

- Property Coverage:

Foundation, if given exclusive use of County owned or leased property, must carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents must be named as an Additional Insured and Loss Payee on Foundation's insurance as its interests may appear. Automobiles and mobile equipment must be insured for their actual cash value. Real property and all other personal property must be insured for their full replacement value.

14. INDEPENDENT CONTRACTOR

Both parties hereto, in the performance of this Agreement, will be acting in an individual capacity and not as agent, employees, or agents of the other party. MVA employees shall remain employees of MVA notwithstanding the fact they are assisting the FOUNDATION.

15. ASSIGNMENT

This Agreement, or any provision hereof or any right or obligation arising hereunder, is not assignable by either party in whole or in part, without the express written consent of the other party.

16. BINDING EFFECT

All of the provisions of this Agreement and any amendment thereto shall extend to and be binding upon and inure to the benefits of the successors of the respective parties.

17. RETENTION OF RECORDS

FOUNDATION agrees that County or any duly authorized representative shall have access to and the right to examine, audit, copy, excerpt, or transcribe any transaction, activity, time cards, or other records relating to this Agreement. Such material shall be kept and maintained by FOUNDATION at a location in Los Angeles County for a period of four (4) years after termination of this Agreement, unless the County provides written permission to dispose of such material prior to the end of such period.

18. COMPLIANCE WITH LAWS

a. In the performance of this Agreement, FOUNDATION must comply with all applicable federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this FOUNDATION are hereby incorporated herein by reference.

- b. FOUNDATION must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by FOUNDATION, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to FOUNDATION's indemnification obligations under this Paragraph will be conducted by FOUNDATION and performed by counsel selected by Foundation and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event FOUNDATION fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from FOUNDATION for all such costs and expenses incurred by County in doing so. Foundation will 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.

19. COMPLIANCE WITH CIVIL RIGHTS LAWS

- a. The FOUNDATION hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement. Additionally, FOUNDATION certifies to the County:
1. That FOUNDATION has a written policy statement prohibiting discrimination in all phases of employment.
 2. That FOUNDATION periodically conducts a self-analysis or utilization analysis of its work force.
 3. That FOUNDATION has a system for determining if its employment practices are discriminatory against protected groups.
 4. Where problem areas are identified in employment practices, the FOUNDATION has a system for taking reasonable corrective action, to include establishment of goals or timetables.

20. GOVERNING LAW

This Agreement shall be construed in accordance with and governed by the laws of the State of California.

21. SEVERABILITY

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

22. NOTICE

- a. Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, postage prepaid, return receipt requested.
- b. All notices to the MVA shall be sent addressed to the following:

JAMES ZENNER, DIRECTOR
Department of Military and Veterans Affairs
1816 S. Figueroa Street
Los Angeles, CA 90015

- a. All notices to the FOUNDATION and its subsidiaries shall be sent addressed to the following:

NAME
FOUNDATION NAME
ADDRESS

23. COORDINATORS

The MVA's agreement coordinator, or another person designated by the MVA's Director, shall be MVA's Director of Program and shall have the authority to administer the Agreement on behalf of MVA. FOUNDATION shall provide a representative to be available to MVA for consultation and assistance during the performance of this Agreement.

24. ADDITIONAL PROVISIONS

- a. Amendments
 - 1. For any change which affects the scope of work, Agreement term, Agreement sum, payments, or any term or condition included under this Agreement, an amendment to the Agreement must be prepared and executed by the FOUNDATION and by the Board of Supervisors or its authorized designee.
 - 2. The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. MVA reserves the right to add and/or change such provisions as required by

the County's Board or Chief Executive Officer. To implement such changes, an Amendment to the Agreement must be prepared and executed by the FOUNDATION and by MVA's Director or designee.

b. Budget Reductions

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Agreement (including any extensions), and the services to be provided by the FOUNDATION under this Agreement will also be reduced correspondingly. The County's notice to the FOUNDATION regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the FOUNDATION must continue to provide all of the services set forth in this Agreement.

c. Compliance with the County's Jury Service Program

1. Jury Service Program

This Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in [Sections 2.203.010 through 2.203.090 of the Los Angeles County Code](#).

2. Written Employee Jury Service Policy

- Unless the FOUNDATION has demonstrated to the County's satisfaction either that the FOUNDATION is not a "Contractor" as defined under the Jury Service Program ([Section 2.203.020 of the County Code](#)) or that the FOUNDATION qualifies for an exception to the Jury Service Program ([Section 2.203.070 of the County Code](#)), the FOUNDATION must have and adhere to a written policy that provides that its Employees will receive from the FOUNDATION, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the FOUNDATION or that the FOUNDATION deduct from the Employee's regular pay the fees received for jury service.
- For purposes of this paragraph, "FOUNDATION" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or

more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the FOUNDATION. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) FOUNDATION has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the FOUNDATION uses any subcontractor to perform services for the County under the Agreement, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the Agreement.

- If the FOUNDATION is not required to comply with the Jury Service Program when the Agreement commences, the FOUNDATION will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the FOUNDATION must immediately notify the County if the FOUNDATION at any time either comes within the Jury Service Program's definition of "Contractor" or if the FOUNDATION no longer qualifies for an exception to the Jury Service Program. In either event, the FOUNDATION must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Agreement and at its sole discretion, that the FOUNDATION demonstrate, to the County's satisfaction that the FOUNDATION either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the FOUNDATION continues to qualify for an exception to the Program.
 - FOUNDATION's violation of this paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar the FOUNDATION from the award of future County agreements for a period of time consistent with the seriousness of the breach.
- d. Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List

Should the FOUNDATION require additional or replacement personnel after the effective date of this Agreement to perform the services set forth herein, the FOUNDATION must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified,

former County employees who are on a re-employment list during the life of this Agreement.

e. Consideration of Hiring GAIN/START Participants

1. Should the FOUNDATION require additional or replacement personnel after the effective date of this Agreement, the FOUNDATION will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the Foundation's minimum qualifications for the open position. For this purpose, consideration will mean that the Foundation will interview qualified candidates. The County will refer GAIN/START participants by job category to the FOUNDATION. FOUNDATION must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/START job candidates.
2. In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

f. Foundation's Acknowledgement of County's Commitment to Safely Surrendered Baby Law

The FOUNDATION acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The FOUNDATION understands that it is the County's policy to encourage all County foundations to voluntarily post the County's poster, Exhibit A (Safely Surrendered Baby Law) in a prominent position at the FOUNDATION's place of business. The FOUNDATION's will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business. Information and posters for printing are available at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>.

g. Foundation's Warranty of Adherence to County's Child Support Compliance Program

1. The FOUNDATION acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.
2. As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the FOUNDATION's duty under this Agreement to comply with all applicable provisions of law, the FOUNDATION warrants that it is now in compliance and will during the term of this Agreement, maintain compliance with employment and

wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

h. Damage to County Facilities, Buildings or Grounds

1. The FOUNDATION will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the FOUNDATION or employees or agents of the FOUNDATION. Such repairs must be made immediately after the FOUNDATION has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
2. If the FOUNDATION fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs must be repaid by the FOUNDATION by cash payment upon demand.

i. Default Method of Payment: Direct Deposit or Electronic Funds Transfer

1. The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
2. The FOUNDATION must submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
3. Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
4. At any time during the duration of the Agreement, a FOUNDATION may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

j. County's Quality Assurance Plan

The County or its agent(s) will monitor the FOUNDATION's performance under this Agreement on not less than an annual basis. Such monitoring will include assessing the FOUNDATION's compliance with all terms and conditions and performance standards. FOUNDATION deficiencies which the County

determines are significant or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the FOUNDATION. If improvement does not occur consistent with the corrective action measures, the County may terminate this Agreement or impose other penalties as specified in this Agreement.

k. Nondiscrimination and Affirmative Action

1. The FOUNDATION certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti discrimination laws and regulations.
2. FOUNDATION certifies to the County each of the following:
 - That FOUNDATION has a written policy statement prohibiting discrimination in all phases of employment.
 - That FOUNDATION periodically conducts a self-analysis or utilization analysis of its work force.
 - That FOUNDATION has a system for determining if its employment practices are discriminatory against protected groups.
 - Where problem areas are identified in employment practices, the FOUNDATION has a system for taking reasonable corrective action, to include establishment of goals or timetables.
3. The FOUNDATION must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
4. The FOUNDATION certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
5. The FOUNDATION certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be

otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

6. The FOUNDATION will allow County representatives access to the FOUNDATION's employment records during regular business hours to verify compliance with the provisions of this Paragraph k (Nondiscrimination and Affirmative Action) when so requested by the County.
 7. If the County finds that any provisions of this Paragraph 23(k) (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Agreement upon which the County may terminate or suspend this Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the FOUNDATION has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the FOUNDATION has violated the anti-discrimination provisions of this Agreement.
 8. The parties agree that in the event the FOUNDATION violates any of the anti-discrimination provisions of this Agreement, the County will, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Agreement.
- I. Notice to Employees Regarding the Federal Earned Income Credit
The FOUNDATION must notify its employees, and will require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.
- m. Notice to Employees Regarding the Safely Surrendered Baby Law
The FOUNDATION must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit A (Safely Surrendered Baby Law) of this Agreement. Additional information is available at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>.
- n. Public Records Act
1. Any documents submitted by the FOUNDATION; all information obtained in connection with the County's right to audit and inspect the FOUNDATION's documents, books, and accounting records pursuant to this Agreement; become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California

Government Code Section 7921 et seq. (Public Records Act) and which are marked “trade secret”, “confidential”, or “proprietary”. The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

2. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the FOUNDATION agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

o. Termination for Breach of Warranty to Maintain Compliance with County’s Child Support Compliance Program

Failure of the FOUNDATION to maintain compliance with the requirements set forth in Paragraph 23(g) (FOUNDATION’s Warranty of Adherence to County’s Child Support Compliance Program) will constitute default under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure of the FOUNDATION to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Agreement and pursue debarment of the FOUNDATION, pursuant to County Code Chapter 2.202.

p. Termination for Improper Consideration

1. The County may, by written notice to the FOUNDATION, immediately terminate the right of the FOUNDATION to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the FOUNDATION, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment, or extension of the Agreement or the making of any determinations with respect to the FOUNDATION’s performance pursuant to the Agreement. In the event of such termination, the County will be entitled to pursue the same remedies against the FOUNDATION as it could pursue in the event of default by the FOUNDATION.
2. The FOUNDATION must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.
3. Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

q. Termination for Non-Adherence of County Lobbyist Ordinance

The FOUNDATION, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the FOUNDATION, must fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the FOUNDATION or any County Lobbyist or County Lobbying firm retained by the FOUNDATION to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Agreement.

r. Warranty of Compliance with County's Defaulted Property Tax Reduction Program

The FOUNDATION acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless FOUNDATION qualifies for an exemption or exclusion, FOUNDATION warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

s. Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program

Failure of FOUNDATION to maintain compliance with the requirements set forth in Paragraph 23(r) (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) will constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of FOUNDATION to cure such default within ten (10) days of notice will be grounds upon which County may terminate this Agreement and/or pursue debarment of FOUNDATION, pursuant to Los Angeles County Code Chapter 2.206.

t. Compliance with County's Zero Tolerance Policy on Human Trafficking

FOUNDATION acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If the FOUNDATION or member of FOUNDATION's staff is convicted of a human trafficking offense, the County will require that the FOUNDATION or member of FOUNDATION's staff be removed immediately from performing services under the Agreement. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of FOUNDATION's staff pursuant to this paragraph will not relieve FOUNDATION of its obligation to complete all work in accordance with the terms and conditions of this Agreement.

u. Compliance with Fair Chance Employment Hiring Practices

FOUNDATION and its subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952. FOUNDATION's violation of this paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement.

v. Compliance with the County Policy of Equity

The FOUNDATION acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The FOUNDATION further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The FOUNDATION, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the FOUNDATION, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the FOUNDATION to termination of contractual agreements as well as civil liability.

w. Campaign Contribution Prohibition Following Final Decision in Agreement Proceeding

Pursuant to Government Code Section 84308, FOUNDATION and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Agreement. Failure to comply with the provisions of Government Code Section 84308 and of this paragraph, may be a material breach of this Agreement as determined in the sole discretion of the County.

x. FOUNDATION's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete Exhibit B (Charitable Contributions Certification), the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A FOUNDATION which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either termination or debarment proceedings or both. (County Code Chapter 2.202).

IN WITNESS WHEREOF, FOUNDATION has executed this Agreement, or caused it to be duly executed, and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Director of the Department of Military and Veterans Affairs on the day and year first written above.

THE WARRIOR HERITAGE FOUNDATION:

By _____
Name

Title

COUNTY DEPARTMENT OF MILITARY AND
VETERANS AFFAIRS

By _____
James Zenner, Director

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Andria Seo, Deputy County Counsel

THERE'S A BETTER CHOICE. SAFELY SURRENDER YOUR BABY.

Any fire station. Any hospital. Any time.



1.877.222.9723

BabySafeLA.org

No shame | No blame | No names



Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

- 1 Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
- 2 You must leave your newborn with a fire station or hospital employee.
- 3 You don't have to provide your name.
- 4 You will only be asked to voluntarily provide a medical history.
- 5 You have 14 days to change your mind; a matching bracelet (parent) and ankle (baby) are provided to assist you if you change your mind.

No shame | No blame | No names



ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

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BETTER CHOICE.
SAFELY SURRENDER
YOUR BABY.



No shame | No blame | No names





FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking

home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?

Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?

No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?

The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?

After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?

Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:

You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org

English, Spanish and 140 other languages spoken.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Click or tap here to enter text.

Company Name

Click or tap here to enter text.

Address

Click or tap here to enter text.

Internal Revenue Service Employer Identification Number

Click or tap here to enter text.

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Bidder engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature: _____

Date: Click or tap here to enter text.

Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Family and Social Services
MILITARY & VETERANS AFFAIRS
 Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$12,120,000	\$19,407,000	\$7,287,000
IFT / Revenue	5,231,000	11,067,000	5,836,000
Net County Cost	6,889,000	8,340,000	1,451,000
Budgeted Positions	63.0	65.0	2.0

Changes From 2024-25 Final Changes

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted	12,120,000	1,652,000	3,579,000	6,889,000	63.0
Finance Targets					
1. Cyber Security: Reflects an increase in one-time funding to centrally protect and prevent threats to the County's information security assets by adopting and maintaining existing security solutions to reduce the County's cyber exposure risk while also reducing the County's overall cyber security expenditures. (4-VOTES)	1,000	--	--	1,000	--
2. Enterprise Systems Maintenance: Reflects the Department's proportional share of enterprise systems maintenance costs (formerly eCAPS maintenance). (4-VOTES)	1,000	--	--	1,000	--
3. Utility User Tax – Measure U: Reflects the reappropriation of prior-year unspent Utility User Tax – Measure U funding for programs within the unincorporated areas. (4-VOTES)	46,000	--	--	46,000	--
Other Changes					
4. Veteran Peer Access Network (VPAN) Contract: Reflects the transfer of contract administration from the Department of Mental Health (DMH) for VPAN services; program funding will continue to be supported through DMH. (4-VOTES)	4,774,000	4,774,000	--	--	--
5. Administrative Support: Reflects funding for 2.0 positions to provide administrative support in human resources and information technology. (4-VOTES)	512,000	281,000	--	231,000	2.0

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
6. Building Services: Reflects funding for security and custodial services. (4-VOTES)	528,000	264,000	264,000	--	--
7. Productivity Investment Fund: Reflects funding to pilot a text message-based mental health outreach program and to procure consultant services for program evaluation. (4-VOTES)	253,000	--	253,000	--	--
8. Operational Costs: Reflects one-time funding for computers, audio-visual equipment, shared services, and Veterans Day Celebration costs. (4-VOTES)	1,000,000	--	--	1,000,000	--
9. Public Information Campaign: Reflects carryover funding for the public information campaign. (4-VOTES)	172,000	--	--	172,000	--
Total Changes	7,287,000	5,319,000	517,000	1,451,000	2.0
2024-25 Final Adopted	19,407,000	6,971,000	4,096,000	8,340,000	65.0

Family and Social Services
CHILD SUPPORT SERVICES DEPARTMENT

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$232,339,000	\$233,250,000	\$911,000
IFT / Revenue	224,358,000	225,116,000	(242,000)
Net County Cost	6,981,000	8,134,000	1,153,000
Budgeted Positions	1,464.0	1,460.0	(4.0)

Changes From 2024-25 Final Changes

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted	232,339,000	0	225,358,000	6,981,000	1,464.0
Finance Target					
1. Cyber Security: Reflects an increase in one-time funding to centrally protect and prevent threats to the County's information security assets by adopting and maintaining existing security solutions to reduce the County's cyber exposure risk while also reducing the County's overall cyber security expenditures. (4-VOTES)	31,000	--	30,000	1,000	--
2. Enterprise Systems Maintenance: Reflects the Department's proportional share of enterprise systems maintenance costs (formerly eCAPS maintenance). (4-VOTES)	25,000	--	24,000	1,000	--
Other Changes					
3. State Budget Impact: Reflects the reduction of State and federal revenue due to the State's curtailment of Local Child Support Agency (LCSA) Funding. (3-VOTES)	(2,942,000)	--	(2,942,000)	--	--
4. Bridge Funding: Reflects one-time bridge funding to provide the Department sufficient time to develop an ongoing plan to address the State's curtailment of LCSA funding. (4-VOTES)	2,942,000	--	2,081,000	861,000	--
5. Positions: Reflects 1.0 Board-approved reclassification and the addition of 1.0 position, fully offset with the deletion of 5.0 vacant positions. The 1.0 new position will facilitate data collection, synthezation, and integration between information technology (IT) staff and program staff. (3-VOTES)	--	--	--	--	(4.0)

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
6. Operating Costs: Reflects one-time funding for training and promotional materials, overtime, and IT equipment. (4-VOTES)	855,000	--	565,000	290,000	--
Total Changes	911,000	0	(242,000)	1,153,000	(4.0)
2024-25 Final Adopted	233,250,000	0	225,116,000	8,134,000	(1,460.0)

Family and Social Services
AGING AND DISABILITIES DEPARTMENT - ADMINISTRATION

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$138,384,000	\$140,177,000	\$1,793,000
IFT / Revenue	109,242,000	109,203,000	(39,000)
Net County Cost	29,142,000	30,974,000	1,832,000
Budgeted Positions	592.0	596.0	4.0

Changes From 2024-25 Final Changes

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted	138,384,000	96,872,000	12,370,000	29,142,000	592.0

Finance Targets

<p>1. Cyber Security: Reflects an increase in one-time funding to centrally protect and prevent threats to the County's information security assets by adopting and maintaining existing security solutions to reduce the County's cyber exposure risk while also reducing the County's overall cyber security expenditures. (4-VOTES)</p>	10,000	--	6,000	4,000	--
<p>2. Enterprise Systems Maintenance: Reflects the Department's proportional share of enterprise systems maintenance costs (formerly eCAPS maintenance). (4-VOTES)</p>	8,000	--	4,000	4,000	--
<p>3. Utility User Tax-Cy Pres: Reflects the carryover of unspent Utility User Tax-Cy Pres funding allocated for Court-approved projects. (4-VOTES)</p>	52,000	--	--	52,000	--
<p>4. Utility User Tax – Measure U: Reflects the reappropriation of prior-year unspent Utility User Tax – Measure U funding for programs within the unincorporated areas. (4-VOTES)</p>	772,000	--	--	772,000	--

Other Changes

<p>5. Positions Request: Reflects the addition of 4.0 positions to provide administrative and staff support in various divisions, partially offset with the deletion of 2.0 positions, with the remaining cost offset by a reduction in services and supplies. (3-VOTES)</p>	--	--	--	--	2.0
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	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
6. Staffing: Reflects the addition of 2.0 Program Manager items to provide programmatic support for Adult Protective Services (APS) and Community and Senior Centers, fully offset by an intrafund transfer from the Probation Department for two years. (4-VOTES)	572,000	572,000	--	--	2.0
7. Antelope Valley Senior Center: Reflects one-time grant funding from the United Way of Greater Los Angeles to support physical upgrades and the replacement of antiquated public access computers. (4-VOTES) Total \$150k: Admin \$150k; Assist \$0	150,000	--	150,000	--	--
8. Purposeful Aging Los Angeles (PALA): Reflects one-time grant funding from the Los Angeles Community Development Agency to support the PALA Age-Friendly Action Plan. (4-VOTES) Total \$700k: Admin \$700k; Assist \$0	700,000	--	700,000	--	--
9. Aging and Disability Resource Connection: Reflects one-time grant funding from the California Department of Aging (CDA) to provide coordinated networks of programs and services for older adults, people with disabilities, and caregivers in navigating the fragmented system of long-term services and supports. (4-VOTES) Total \$1.583M: Admin \$317k; Assist \$1.266M	317,000	--	317,000	--	--
10. New Freedom Transportation: Reflects one-time grant funding from the Los Angeles County Metropolitan Transportation Authority to provide direct transportation services to seniors and individuals with disabilities. (4-VOTES) Total \$1.200M: Admin \$400k; Assist \$800k	400,000	--	400,000	--	--
11. American Rescue Plan Act (ARPA): Reflects an increase to align the budget for the Elderly Nutrition Program (ENP) with the State allocation. (4-VOTES) Total -\$186k: Admin \$175k; Assist -\$361k	175,000	--	175,000	--	--
12. Modernizing Older Californians Act: Reflects an increase to align the budget for supportive services for various Area Agency on Aging (AAA) programs and the Nutrition Program with the State allocation. (4-VOTES) Total \$5.370M: Admin \$509k; Assist \$4.861M	509,000	--	509,000	--	--
13. Older Adults Recovery and Resilience: Reflects carryover funding from CDA for the purchase of equipment for ENP providers and support for AAA program costs. (4-VOTES) Total \$3.143M: Admin \$357k; Assist \$2.786M	357,000	--	357,000	--	--

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
14. Building a Better Connection for Older Adults: Reflects a decrease in one-time ARPA funding to the projected FY 2024-25 level. (3-VOTES)	(516,000)	--	(516,000)	--	--
15. Access To Technology (ATT): Reflects a decrease in one-time funding from CDA via the Department of Public Social Services (DPSS) to the projected FY 2024-25 level for the ATT Program which provides personal computer devices, internet access, education, training, and customer supportive services to older adults and adults with disabilities. (3-VOTES) Total -\$7.690M: Admin -\$591k; Assist -\$7.099M	(591,000)	(591,000)	--	--	--
16. APS ARPA: Reflects carryover funding from the California Department of Social Services (CDSS) via DPSS, to enhance, improve, and expand protective services provided through the APS program. (4-VOTES) Total \$1.280M: Admin \$787k; Assist \$493k	787,000	787,000	--	--	--
17. APS Home Safe: Reflects a net decrease in appropriation due to the deletion of prior-year funding and the addition of FY 2024-25 one-time funding from CDSS via DPSS, to support APS clients who are homeless or on the verge of being homeless. (3-VOTES) Total -\$7.302M: Admin -\$4.373M; Assist -\$2.929M	(4,373,000)	(4,373,000)	--	--	--
18. APS Realignment Growth: Reflects an increase due to 2011 Realignment Growth funding via DPSS to align the funding to the APS base budget. (4-VOTES) Total \$1.464M: Admin \$1.464M; Assist \$0	1,464,000	1,464,000	--	--	--
19. Claim Settlement: Reflects the use of one-time fund balance to settle a general liability claim. (4-VOTES)	1,000,000	--	--	1,000,000	--
Total Changes	1,793,000	(2,141,000)	2,102,000	1,832,000	4.0
2024-25 Final Adopted	140,177,000	94,731,000	14,472,000	30,974,000	596.0

Family and Social Services
AGING AND DISABILITIES DEPARTMENT - ASSISTANCE

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$89,158,000	\$84,973,000	(\$4,185,000)
IFT / Revenue	86,772,000	77,795,000	(8,977,000)
Net County Cost	2,386,000	7,178,000	4,792,000
Budgeted Positions	0.0	0.0	0.0

Changes From 2024-25 Final Changes

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted	89,158,000	41,445,000	45,327,000	2,386,000	0.0
Other Changes					
1. Aging and Disability Resource Connection: Reflects one-time grant funding from the California Department of Aging (CDA) to provide coordinated networks of programs and services for older adults, people with disabilities, and caregivers in navigating the fragmented system of long-term services and supports. (4-VOTES) Total \$1.583M: Admin \$317k; Assist \$1.266M	1,266,000	--	1,266,000	--	--
2. New Freedom Transportation: Reflects one-time grant funding from the Los Angeles County Metropolitan Transportation Authority to provide direct transportation services to seniors and individuals with disabilities. (4-VOTES) Total \$1.200M: Admin \$400k; Assist \$800k	800,000	--	800,000	--	--
3. American Rescue Plan Act (ARPA): Reflects an increase to align the budget for the Elderly Nutrition Program (ENP) with the State allocation. (3-VOTES) Total -\$186k: Admin \$175k; Assist -\$361k	(361,000)	--	(361,000)	--	--
4. Modernizing Older Californians Act: Reflects an increase to align the budget for supportive services for various Area Agency on Aging (AAA) programs and the Nutrition Program with the State allocation. (4-VOTES) Total \$5.370M: Admin \$509k; Assist \$4.861M	4,861,000	--	4,861,000	--	--

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
5. Older Adults Recovery and Resilience: Reflects carryover funding from CDA for the purchase of equipment for ENP providers and support for AAA program costs. (4-VOTES) Total \$3.143M: Admin \$357k; Assist \$2.786M	2,786,000	--	2,786,000	--	--
6. Access To Technology (ATT): Reflects a decrease in one-time funding from CDA via the Department of Public Social Services (DPSS) to the projected FY 2024-25 level for the ATT Program which provides personal computer devices, internet access, education, training, and customer supportive services to older adults and adults with disabilities. (3-VOTES) Total -\$7.690M: Admin -\$591k; Assist -\$7.099M	(7,099,000)	(7,099,000)	--	--	--
7. Adult Protective Services (APS) ARPA: Reflects carryover funding from the California Department of Social Services (CDSS) via DPSS, to enhance, improve, and expand protective services provided through its APS program. (4-VOTES) Total \$1.280M: Admin \$787k; Assist \$493k	493,000	493,000	--	--	--
8. APS Home Safe: Reflects a net decrease in appropriation due to the deletion of prior-year funding and the addition of FY 2024-25 one-time funding from CDSS via DPSS, to support APS clients who are homeless or on the verge of being homeless. (3-VOTES) Total -\$7.302M: Admin -\$4.373M; Assist -\$2.929M	(2,929,000)	(2,929,000)	--	--	--
9. School of Origin Transportation: Reflects the deletion of appropriation and related funding due to the transfer of the program's administration to the Department of Children and Family Services. (3-VOTES)	(6,894,000)	(3,447,000)	(3,447,000)	--	--
10. ENP: Reflects a decrease in one-time ARPA funding to the projected FY 2024-25 level. (3-VOTES)	(1,900,000)	--	(1,900,000)	--	--
11. Nutrition Program: Reflects carryover funding to provide meals to seniors. (4-VOTES)	4,792,000	--	--	4,792,000	--
Total Changes	(4,185,000)	(12,982,000)	4,005,000	4,792,000	0.0
2024-25 Final Adopted	84,973,000	28,463,000	49,332,000	7,178,000	0.0

Family and Social Services
DEPARTMENT OF PUBLIC SOCIAL SERVICES - ADMINISTRATION

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$3,226,444,000	\$3,294,452,000	\$68,008,000
IFT / Revenue	2,992,572,000	3,013,460,000	20,888,000
Net County Cost	233,872,000	280,992,000	47,120,000
Budgeted Positions	14,464.0	14,669.0	205.0

Changes From 2024-25 Budget

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted Budget	3,226,444,000	3,383,000	2,989,189,000	233,872,000	14,464.0
Central Adjustments					
1. Cyber Security: Reflects an increase in one-time funding to centrally protect and prevent threats to the County's information security assets by adopting and maintaining existing security solutions to reduce the County's cyber exposure risk while also reducing the County's overall cyber security expenditures. (4-VOTES)	265,000	--	212,000	53,000	0.0
2. Enterprise Systems Maintenance: Reflects the Department's proportional share of enterprise systems maintenance costs (formerly eCAPS maintenance). (4-VOTES)	208,000	--	166,000	42,000	0.0
Other Changes					
3. Reclassification: Reflects a Board-approved reclassification of 92 Information Technology Technical Support Analyst (ITTSA) I to ITTSA IIs. The cost variance is fully offset with State and federal revenues and a decrease in S&S. (4 VOTES)	1,068,000	--	1,068,000	--	0.0
4. Staffing: Reflects the addition of 1.0 Assistant Director position to provide administrative and programmatic oversight over the Bureau of Special Operations, fully offset by intrafund transfer from the Probation Department for two years. (4-VOTES)	381,000	381,000	--	--	1.0
5. Medi-Cal Administration: Reflects the addition of 44.0 Eligibility Worker (EW) and 6.0 Eligibility Supervisor (ES) positions to help address the caseload and the Medi-Cal redetermination workload increases primarily due to the lifting of the State's Public Health Emergency. (4-VOTES)	5,590,000	--	5,590,000	--	50.0

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
6. CalFresh (CF) Administration: Reflects funding from the Provisional Financing Uses budget for the County's required match to drawdown additional CF State and federal revenue. The funding will add 135.0 EW and 19.0 ES positions and increase services and supplies. (4-VOTES)	32,004,000	--	14,643,000	17,361,000	154.0
7. Operating Costs: Reflects an increase primarily due to cost increases for services provided by other County departments; contracted services for security staff; settlement costs; and, to purchase ergonomic equipment. (4-VOTES)	22,806,000	11,000	14,099,000	8,696,000	0.0
8. Tenant Improvement (TI) and Low Voltage (LV) Costs: Reflects one-time funding for TI and LV services at the Torrance and Monterey Park district offices and a one-time lump sum TI and LV payment for the consolidation of three district offices to a new lease in Long Beach. (4-VOTES)	37,887,000	--	29,078,000	8,809,000	0.0
9. Skills and Training to Achieve Readiness for Tomorrow (START) Redesign and Transition Aged Youth (TAY)portunity Program: Reflects one-time funding for the redesign of the START Program and the welfare-to-work vocational services contract for the START TAYportunity Program. (4-VOTES)	8,171,000	--	--	8,171,000	0.0
10. CalFresh Employment & Training (CFET) Claiming Restructure: Reflects one-time funding due to the claiming restructure of ineligible CFET costs, as directed by the State. (4-VOTES)	3,488,000	--	--	3,488,000	0.0
11. CalFresh (CF) Food Assistance Awareness Campaign: Reflects an increase in appropriation for the Department's CF Food Assistance Awareness Campaign primarily due to: 1) the expansion of the CF outreach program with additional contracted community-based organizations to inform and increase CF program services awareness towards a targeted community; 2) the carryover of prior year ARPA funding to fully expend the allocation; and, 3) the reallocation of unutilized mid-year ARPA funding awarded by the Board. (4-VOTES)	601,000	--	101,000	500,000	0.0
12. In-Home Supportive Services (IHSS) - New Provider Enrollment Requirements (NPER): Reflects an increase in appropriation fully offset with State and federal revenues, for NPER services under the new Personal Assistance Services Council (PASC) contract. (4-VOTES)	58,000	--	58,000	--	0.0
13. California Statewide Automated Welfare System (CalSAWS): Reflects the County's share of costs to maintain the Statewide eligibility system, fully offset with State and federal revenues. (4-VOTES)	310,000	--	310,000	--	0.0

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
14. Measure H Carryover: Reflects the carryover of unspent Measure H revenue to continue the Homeless Initiative's Benefits Advocacy program. (4-VOTES)	1,000,000	--	1,000,000	--	0.0
15. Aging Department Pass-through: Reflects a net decrease in appropriation to align the budget for the Adult Protective Services, Home Safe, and Access to Technology programs, administered by the Aging Department, with the State and federal allocations. (3 VOTES)	(12,248,000)	--	(12,248,000)	--	0.0
16. Department of Health Services (DHS) Pass-through: Reflects a decrease in appropriation to align the budget for the Housing and Disability Advocacy Program (HDAP) and HDAP Targeted Strategic Investment (TSI) programs, administered by DHS, with the State allocation. (4-VOTES)	(25,996,000)	--	(25,996,000)	--	0.0
17. Department of Public Health (DPH) Pass-through: Reflects a decrease in appropriation to align the budget for the Home Visiting Program (HVP), administered by DPH, with the State allocation. (4-VOTES)	(7,585,000)	--	(7,585,000)	--	0.0
Total Changes	68,008,000	392,000	20,496,000	47,120,000	205.0
2024-25 Final Adopted	3,294,452,000	3,775,000	3,009,685,000	280,992,000	14,669.0

Family and Social Services
DEPARTMENT OF PUBLIC SOCIAL SERVICES - ASSISTANCE

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$2,840,383,000	\$2,895,081,000	\$54,698,000
IFT / Revenue	\$2,339,418,000	\$2,367,952,000	\$28,534,000
Net County Cost	\$500,965,000	\$527,129,000	\$26,164,000
Budgeted Positions	0.0	0.0	0.0

Changes From 2024-25 Budget

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted Budget	2,840,383,000	0	2,339,418,000	500,965,000	0.0
Other Changes					
1. General Relief: Reflects funding from the Provisional Financing Uses budget unit to fund GR caseloads. (3-VOTES)	16,509,000	--	--	16,509,000	--
2. GR and Guaranteed Income (GI) Pilot: Reflects one-time funding for the GR caseload and GI pilot program for transition age youth. (4-VOTES)	7,444,000	--	--	7,444,000	--
3. GR Anti-Homelessness (GRAH): Reflects one-time funding for GRAH housing subsidies. (4-VOTES)	2,073,000	--	--	2,073,000	--
4. CalWORKs: Reflects an increase to align the budget with projected caseload and cost per case increases. (4-VOTES)	18,766,000	--	18,628,000	138,000	--
5. Cash Assistance Program for Immigrants: Reflects an increase to align the budget with projected caseloads. (4-VOTES)	5,716,000	--	5,716,000	--	--
6. Community Services Block Grant: Reflects an increase to align the budget with projected expenditures. (4-VOTES)	2,190,000	--	2,190,000	--	--
7. Refugee Employment Program Services: Reflects one-time federal funding to provide case management services for Ukrainian refugees. (4-VOTES)	2,000,000	--	2,000,000	--	--
Total Changes	54,698,000	0	28,534,000	26,164,000	0.0
2024-25 Final Adopted	2,895,081,000	0	2,367,952,000	527,129,000	0.0

Family and Social Services
DEPARTMENT OF CHILDREN AND FAMILY SERVICES- ADMINISTRATION

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$2,069,626,000	\$2,082,796,000	\$13,170,000
IFT / Revenue	1,519,683,000	1,524,882,000	5,199,000
Net County Cost	549,943,000	557,914,000	7,971,000
Budgeted Positions	9,981.0	9,986.0	5.0

Changes From 2024-25 Final Changes

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted	2,069,626,000	2,029,000	1,517,654,000	549,943,000	9,981.0
Finance Targets					
1. Cyber Security: Reflects an increase in one-time and ongoing funding to centrally protect and prevent threats to the County's information security assets by adopting and maintaining existing security solutions to reduce the County's cyber exposure risk while also reducing the County's overall cyber security expenditures. (4-VOTES)	229,000	--	119,000	110,000	--
2. Enterprise Systems Maintenance: Reflects the Department's proportional share of enterprise systems maintenance costs (formerly eCAPS maintenance). (4-VOTES)	180,000	--	94,000	86,000	--
New/Expanded programs					
3. Children's Crisis Continuum Pilot Program (CCCPP): Reflects funding to implement the CCCPP. (4-VOTES)	2,500,000	--	2,500,000	--	--
4. Family First Prevention Services Program (FFPSP) State Block Grant: Reflects funding to support the implementation of evidence-based prevention services to meet the needs of children and their families before they experience circumstances that result in entry into foster care. (4-VOTES)	2,240,000	--	2,240,000	--	--
5. Family First Transition Act (FFTA): Reflects funding to support substance abuse services, mental health services, and other services that prevent children's entry into foster care. (4-VOTES)	1,890,000	--	1,890,000	--	--

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
Other Changes					
6. Administrative and Program Support Services: Reflects the addition of 3.0 positions to provide program and administrative support. (4-VOTES)	758,000	--	758,000	--	3.0
7. Staffing: Reflects the addition of 2.0 positions to provide programmatic oversight over Risk Management and the regional offices, fully offset by intrafund transfer from the Probation Department for two years. (4-VOTES)	686,000	686,000	--	--	2.0
8. Temporary Shelter Care Facilities: Reflects one-time funding for licensed, 10-day temporary shelter care facilities that provide supervision to children and youth while they await placement. (4-VOTES)	3,152,000	--	--	3,152,000	--
9. Transitional Housing Program Plus: Reflects one-time funding for beds serving transition-aged youth. (4-VOTES)	1,083,000	--	--	1,083,000	--
10. Public Health Nurse (PHN) Services: Reflects one-time funding for PHN services from the Department of Public Health. (4-VOTES)	2,055,000	--	1,028,000	1,027,000	--
11. Medical Hub Services: Reflects one-time funding for staffing services for the countywide medical hub clinics program. (4-VOTES)	2,113,000	--	--	2,113,000	--
12. Commercially Sexually Exploited Children (CSEC) Services: Reflects carryover funding for CSEC program services. (4-VOTES)	400,000	--	--	400,000	--
13. Reversal of One-Time Funding: Reflects an adjustment to remove prior-year State funding. (3-VOTES)	(4,116,000)	--	(4,116,000)	--	--
14. Position Reclassifications: Reflects Board-approved position reclassifications. (3-VOTES)	--	--	--	--	--
Total Changes	13,170,000	686,000	4,513,000	7,971,000	5.0
2024-25 Final Adopted	2,082,796,000	2,715,000	1,522,167,000	557,914,000	9,986.0

Family and Social Services
DEPARTMENT OF CHILDREN AND FAMILY SERVICES - ASSISTANCE

Supplemental Changes
 Fiscal Year 2024-25

	2024-25 Adopted	2024-25 Final Adopted	Change
Gross Appropriation	\$1,324,550,000	\$1,329,099,000	\$4,549,000
IFT / Revenue	1,111,102,000	1,111,102,000	0
Net County Cost	213,448,000	217,997,000	4,549,000
Budgeted Positions	0.0	0.0	0.0

Changes From 2024-25 Final Changes

	Gross Appropriation (\$)	Intrafund Transfer (\$)	Revenue (\$)	Net County Cost (\$)	Budg Pos
2024-25 Adopted	1,324,550,000	5,800,000	1,105,302,000	213,448,000	0.0
Other Changes					
1. Promoting Safe and Stable Families - Families First Prevention Services Act (FFPSA): Reflects a carryover of prior-year one-time funding for planned prevention and other "front-end" transitional activities under FFPSA. (4-VOTES)	4,549,000	--	--	4,549,000	--
Total Changes	4,549,000	0	0	4,549,000	0.0
2024-25 Final Adopted	1,329,099,000	5,800,000	1,105,302,000	217,997,000	0.0



LOS ANGELES COUNTY

**Aging & Disabilities
Department**

Social Participation, Respect and Inclusion

Dr. Laura Trejo
Director

“Living with dignity and independence”



Aging & Disabilities Department

At Risk Groups

Adults and Older Adults

1. recently rehoused older adults
2. homebound older adults
3. older and/or disabled adults living alone

Veterans and their families

Youth

1. transition-age youth - who are in independent living and LGBTQ+ youth
2. English learners
3. homeless youth
4. justice-involved youth



PURPOSEFUL AGING | AN AGE-FRIENDLY INITIATIVE LOS ANGELES

Launched in 2016, Purposeful Aging Los Angeles (PALA) – An Age-Friendly Initiative that seeks to prepare the Los Angeles region for a rapidly aging population through an innovative, sustained initiative that unites public and private leadership, resources, ideas and strategies.

Purposeful Aging Los Angeles will improve the lives of older adults and Angelinos of all ages.

Social Participation and Respect and Social Inclusion



<https://www.purposefulagingla.com>





LOS ANGELES COUNTY SOCIAL CONNECTIVITY INITIATIVE

In December 2021, the Los Angeles County Board of Supervisors instructed County agencies to address how best county department could support resident increase their social connections.

Link:

[Motion 2021 - Los Angeles County Social Connectivity Initiative - \(lacounty.gov\)\](#)

Maureen Feldman

Director, Social Isolation Impact Project
The Los Angeles Social Isolation Impact
Coalition

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MPTF | 
MOTION PICTURE & TELEVISION FUND

Caring is Infinite



Connection is complex and multifaceted, but consistently and independently linked to objective outcomes

148 studies, suggest that social connection
increases the odds of survival by 50%



Solitary Confinement –Is intended as the Harshest of Punishments yet many of our most vulnerable community members spend days and even weeks **without social contact**





MOTION PICTURE & TELEVISION FUND

Caring is Infinite

As part of an AARP Grant Foundation grant proposal MPTF committed to:

- Create **effective ways to raise community awareness** around the issues of social isolation and loneliness
- **De-stigmatize the issues related to social isolation** to improve the path to support for community members
- Support Community members in **brining meaningful social opportunities** to the aging community
- **Expand Access to Programs and Increase Community Resources**



VOLUNTEER TOOLKIT

For Social Call Programs



AGENCY TOOLKIT

For Social Call Programs

Annual Summits Thought National Leaders, Researchers and Community Partners

 **MPTF** **March 7, 2019**  **AARP Foundation**

3rd Annual Social Isolation & Loneliness Impact Summit

"We are suffering an epidemic of loneliness and we must take action."

- Vivek Murthy, Former Surgeon General of the United States

Social isolation and loneliness, significant issues on the rise, may represent a greater threat to public health than obesity and smoking. Recognizing loneliness and social isolation as critical public health concerns, we must explore better ways to identify and intervene upon these risk factors.

MPTF's Greater Los Angeles Social Isolation & Loneliness Impact Coalition is leading the charge in addressing isolation and loneliness and improving the lives of those we serve in our communities and beyond. The 3rd Annual Summit will focus on innovative approaches to increasing social connectivity by sharing key insights and best practices to effectively collaborate and create meaningful change.

Keynote Speaker



Lisa Marsh Ryerson
President, AARP Foundation

Special Presentations by



Jeremy Nisbet, MD, MPH
Founder, The UnLoneNY Project,
Faculty, Harvard Medical School



Donna Benton, PhD
Director, Caregiver Support Center,
USC School of Gerontology





The Los Angeles Social Isolation Impact Coalition

Partners include a wide-ranging coalition of non-profit, County, City, community organizations united with **the goal of reducing social isolation and increasing meaningful and life-enhancing connections** throughout Los Angeles's diverse and vibrant communities.



Caring is Infinite



UNIPER



LAACHA Members
work on County
Wide
Older Adult Social
Isolation
Awareness
Campaign

LOS ANGELES
ALLIANCE FOR
COMMUNITY
HEALTH & AGING



@CountyofLA



@CountyofLA



LA211 Leadership Team Receives Training from The Los Angeles Social Isolation Impact Coalition on Social Isolation and Loneliness to prepare for this County-Wide Campaign



Older Adult Social Isolation Awareness Campaign



Rhoda Alajaji
211 LA



A Tool Kit Was Created And Distributed



Our impact for 5/1 to 6/30

933

Consented to be contacted by LAACHA as a result of the UCLA Loneliness Scale

346

Consented individuals 60+ scored "Not Lonely" after completing the UCLA Loneliness Scale Survey

405

Consented individuals 60+ scored "Lonely" after completing the UCLA Loneliness Scale Survey

235

Consented individuals who scored "Lonely" are 65 years or older

Referral Categories

Animals,
Conservation
& the
Environment

1

Continuing
Education

1

Mental
Health
Support if
Feeling
Lonely and
Isolated

32

Virtual
Programming

20

Senior Citizen
Centers

22

Percentage of those who scored Lonely On the UCLA Loneliness Scale



35% →

INDIVIDUALS WHO ARE 60 YEARS OR OLDER WHO SCORED LONELY BETWEEN MAY 1 TO MAY 15

52%

INDIVIDUALS WHO ARE 60 YEARS OR OLDER WHO SCORED LONELY BETWEEN MAY 16 TO MAY 31

43%

INDIVIDUALS WHO ARE 60 YEARS OR OLDER WHO SCORED LONELY BETWEEN JUNE 1 TO JUNE 15

42%

INDIVIDUALS WHO ARE 60 YEARS OR OLDER WHO SCORED LONELY BETWEEN JUNE 16 TO JUNE 30



Vivek Murthy US Surgeon General

Loneliness and isolation represent profound threats to our health and well-being, and we must take action”

*We must ask ourselves
“how we can address that deeper pain and make people feel more connected”.*