



# Board of Supervisors Operations Cluster Agenda Review Meeting

**DATE:** April 30, 2025

**TIME:** 2:00 p.m. – 4:00 p.m.

**MEETING CHAIR:** Michelle Vega, 5<sup>th</sup> Supervisorial District

**CEO MEETING FACILITATOR:** Dardy Chen

**THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055**

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

Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012  
Room 374-A

To participate in this meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

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

Members of the Public may address the Operations 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.**

## 1. CALL TO ORDER

## 2. GENERAL PUBLIC COMMENT

### **3. BOARD MOTION ITEM(S):**

#### **SD-1**

- ENSURING ACCESSIBILITY PROTOCOLS FOR EMPLOYEES WITH DISABILITIES

#### **SD-3**

- GOVERNANCE REFORM TASK FORCE LABOR REPRESENTATION

### **4. DISCUSSION ITEM(S):**

#### **A) Board Letter:**

COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS  
CEO/CLASS – Jennifer Revuelta, Principal Analyst

#### **B) Board Letter:**

AMENDMENT TO GROUND LEASE  
THE NORWALK CIVIC CENTER PARKING GARAGE  
12720 NORWALK BOULEVARD, NORWALK  
CEO/RE – Michael Rodriguez, Section Chief, County-owned

#### **C) Board Letter:**

APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION TECHNOLOGY INFRASTRUCTURE FUND FOR THE IMPLEMENTATION AND INTEGRATION OF DIGITAL SIGNAGE, DIGITAL KENNEL CARDS, AND Q-LINE MANAGEMENT SYSTEMS AT ANIMAL CARE CENTERS AND APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2024-25  
DACC/CIO – Whitney Duong, Administrative Deputy,  
Syed Abedin, Senior Information Systems Analyst and  
Kenny Huang, Senior Information Systems Analyst

#### **D) Board Letter:**

ISSUANCE AND SALE OF 2025-26 TAX AND REVENUE ANTICIPATION NOTES  
TTC – Teresa Gee, Chief Public Finance Officer

#### **E) Board Letter:**

ISSUANCE AND SALE OF LOS ANGELES COUNTY CAPITAL ASSET LEASING CORPORATION LEASE REVENUE BONDS, 2025 SERIES A  
TTC – Teresa Gee, Chief Public Finance Officer

F) Board Letter:  
RECOMMENDATION TO APPROVE MASTER AGREEMENT WORK ORDER  
NO. EO-24-01 UNDER DEPARTMENT OF PUBLIC HEALTH MASTER  
AGREEMENT FOR LA VS HATE COMMUNITY ENGAGEMENT AND RELATED  
SERVICES

BOS – Robin Toma, Executive Director, HRC and  
Susan Huff, Administrative Deputy

G) Board Letter:  
AMENDED FISCAL SPONSOR AGREEMENT FOR CHIEF EXECUTIVE  
OFFICE AND SOUTHERN CALIFORNIA GRANTMAKERS  
CEO – Jacqueline Chun, Associate Director, Center for Strategic Partnerships

**5. PRESENTATION ITEM(S):**

None.

**6. ADJOURNMENT**

**UPCOMING ITEMS FOR MAY 7, 2025:**

None.

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE  
OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL  
AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

[OPS\\_CLUSTER\\_COMMENTS@CEO.LACOUNTY.GOV](mailto:OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV)

MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

**Ensuring Accessibility Protocols for Employees with Disabilities**

Los Angeles County prides itself as an employer of choice. With a workforce of over 117,000, the County employs the diversity that it represents and serves. This includes employees with disabilities. Employees with disabilities have legal protections pursuant to federal and State laws, ensuring equal opportunities in all aspects of employment. The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit discrimination based on disability and require employers to engage in an interactive process to identify reasonable accommodations in response to an employee’s medical restrictions.

In March of 2022, the Department of Human Resources (DHR) introduced a Countywide framework for addressing all employee disability compliance issues; this comprehensive framework was developed to ensure that ADA/FEHA issues were addressed comprehensively and standardized across all departments. To support the rollout of the County’s Disability Management & Compliance (DMC) framework, practitioners performing this work at the department level were required to complete a two-part training program. In June 2023, DHR revised and implemented new Countywide Policies, Procedures, and Guidelines (PPGs) that govern providing

**MOTION**

Solis	_____
Mitchell	_____
Horvath	_____
Hahn	_____
Barger	_____



MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

**Ensuring Accessibility Protocols for Employees with Disabilities**

reasonable accommodation and engaging in the interactive process for County employees. Underscoring its commitment to ensuring that employees, managers, and department executives are knowledgeable about the Countywide DMC framework and the County's obligations under the law, DHR created several new programs and resources.

As an employer of choice, the County is committed to ensuring its workforce is engaged in a timely and good-faith reasonable accommodation process. It is critical to ensure that all managers and supervisors understand ADA/FEHA principles, the County's DMC framework, and their individual role and responsibilities to employees under the law; likewise, it is essential that all employees are aware about their rights under the law and how the County's DMC framework operates to support their disability-related needs.

**I, THEREFORE, MOVE** that the Board of Supervisors direct the Department of Human Resources, in consultation with the Office of the County Counsel, Aging and Disabilities Department, and the Commission on Disabilities to report back in writing within 90 days with an analysis of existing trainings and programs, along with a gap analysis that would inform how to maximize awareness and education about the County's DMC framework and existing policies and procedures governing ADA/FEHA, as well as outreach and education at all levels of employment across the County of Los Angeles.

AGN. NO. \_\_\_\_\_

MOTION BY SUPERVISOR HILDA L. SOLIS

May 13, 2025

**Ensuring Accessibility Protocols for Employees with Disabilities**

# # #

HLS:ac:tof

MOTION BY SUPERVISOR LINDSEY P. HORVATH

May 13, 2025

**Governance Reform Task Force Labor Representation**

The Board of Supervisors (Board) adopted a motion, [Los Angeles County Governance Reform: Implementing The Voter Mandate For A More Representative, Accountable & Transparent LA County](#) (Horvath-Solis), which established the composition and selection process for members of the Governance Reform Task Force who are charged with implementation of Measure G, The Los Angeles County Government Structure, Ethics and Accountability Charter Amendment. Directive 2e of the motion describes union representation on the Governance Reform Task Force:

- “Within 45 days of the closing of the application period, three additional GRTF members shall be nominated by labor as follows:
- i) One nominated by the Los Angeles County Federation of Labor;
  - ii) One nominated by SEIU Local 721;
  - iii) One nominated by the Coalition of County Unions; and
  - iv) The labor nominees must participate in the application process, to be confirmed by the Board within 30 days of receiving the nominations. No

**MOTION**

SOLIS	_____
MITCHELL	_____
HORVATH	_____
HAHN	_____
BARGER	_____

other GRTF members shall be representatives of labor, including members appointed by the Board or the GRTF to ensure equitable distribution across all stakeholder sectors. Representatives of labor include individuals that are members of labor unions.”

The applicant nominated to represent the Los Angeles County Federation of Labor is no longer able to serve, and the application process is closed. Participation from Los Angeles County Federation of Labor is crucial to ensuring that working peoples’ voices are represented as the future of County government is being decided. Per the adopted motion, unions nominate candidates for the three labor seats on the Governance Reform Task Force for appointment by the Board, though they must fill out an application to County staff to vet the applicants. To ensure implementation of the aforementioned motion, the Executive Office (EO) must allow for a substitute nominee to submit an application to represent the Los Angeles County Federation of Labor on the Governance Reform Task Force.

**I, THEREFORE MOVE** that the Board of Supervisors direct the Executive Office to enable a substitute nominee to submit an application to represent the Los Angeles County Federation of Labor on the Governance Reform Task Force.

# # #

LH:cc

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025	
<b>BOARD MEETING DATE</b>	5/20/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	CHIEF EXECUTIVE OFFICE	
<b>SUBJECT</b>	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
<b>PROGRAM</b>		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Not Applicable  If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$90,000 (all funds) \$44,000 (NCC)	Compensation Amendments: \$35,000 (all funds) \$34,000 (NCC)
	TERMS (if applicable):	
	Explanation:	
<b>PURPOSE OF REQUEST</b>		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<ul style="list-style-type: none"> <li>Adjust the salary of the elected Assessor at the beginning of the next official term of office and adjust the salary range of 2 non-represented classifications;</li> <li>Reclassify 11 positions in the Departments of Consumer and Business Affairs, Justice, Care and Opportunities (JCOD), Parks and Recreation, Public Social Services and Registrar-Recorder/County Clerk;</li> <li>Update the New Management Physician Plan E Schedule Table as of January 1, 2025; and</li> <li>Make a technical correction.</li> </ul>	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, <a href="mailto:jrevuelta@ceo.lacounty.gov">jrevuelta@ceo.lacounty.gov</a>	



**CEO May 20, 2025  
General Reclass  
Board Letter Summary**

CEO Classification/Compensation Contact Information:

Alex Evans, Acting Manager, (213) 893-2370, [aevans@ceo.lacounty.gov](mailto:aevans@ceo.lacounty.gov)

Jennifer Revuelta, Principal Analyst, (213) 974-1783, [jrevuelta@ceo.lacounty.gov](mailto:jrevuelta@ceo.lacounty.gov)

This Board Letter includes:

1. Adjust the salary of the elected Assessor at the beginning of the next official term of office and adjust the salary range of 2 non-represented classifications;
2. Reclassify 11 positions in the Departments of Consumer and Business Affairs, Justice, Care and Opportunities (JCOD), Parks and Recreation, Public Social Services and Registrar-Recorder/County Clerk;
3. Update the New Management Physician Plan E Schedule Table as of January 1, 2025; and
4. Make a technical correction.



## Chief Executive Office.

### COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 973-1101      ceo.lacounty.gov

#### CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

May 20, 2025

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

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by adjusting the salary of the elected Assessor at the beginning of the next official term in office; adjusting the salary of 2 non-represented classifications; reclassifying 11 positions in various County departments; amending compensation provisions; and making a technical correction.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6-Salaries, of the County Code to:

1. Adjust the salary of the elected Assessor at the beginning of the next official term of office and adjust the salary range of 2 non-represented classifications;
2. Reclassify 11 positions in the Departments of Consumer and Business Affairs, Justice, Care and Opportunities (JCOD), Parks and Recreation, Public Social Services and Registrar-Recorder/County Clerk;
3. Update the New Management Physician Plan E Schedule Table as of January 1, 2025; and
4. Make a technical correction.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification and compensation letters on a periodic basis throughout the year to implement recommended

actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system. These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

#### Salary Adjustments

We are recommending that the salary of the Assessor (UC) (Item No. 9992) is adjusted upward to better align with the salaries of other comparable County Department Heads and subordinate executive management staff in the Assessor's Office. The salary of the Assessor is established by County Code Section 6.28.050 and Section 52 of the County Charter, which prohibits the adjustment in the salary of an elected official during the individuals' term of office or within 90 days prior to election. The next term of office for the Assessor will begin on December 1, 2026, and the election of that term will be included in the June 3, 2026, primary election process. Depending on the results of the election, the incumbent for the new term will be determined on June 3, 2026, or in a runoff election on November 3, 2026. Given these circumstances, it is appropriate to adjust the salary for the Assessor whose term of office begins on or after December 1, 2026.

In addition, we conducted a salary review of the classification of Executive Assistant, Public Works (UC) (Item No. 0957) and are recommending a salary range adjustment for this non-represented MAPP position (Attachment A). We determined the subject classification needed to be reallocated to a higher salary range to reflect the level of scope and responsibility of this position.

#### Reclassifications

There are 11 positions in five (5) departments that are being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, the subject positions would be more appropriately allocated in the recommended classes.



### Compensation Amendments

On June 25, 2024, the Board approved the successor Memoranda of Understanding (MOU) for Bargaining Unit 324 (Physician and Veterinarian). In light of this agreement, we are recommending a comparable market-based inequity adjustment for one (1) non-represented classification, Medical Director, Medical Examiner (UC) (Item No. 5402), assigned to the Department of Medical Examiner (Attachment A). The adjusted salary range maintains an appropriate pay differential with represented employees in the same occupational group.

In addition, we are recommending various technical and administrative corrections to clarify existing special pay practices and update the salary table for the New Management Physician Plan E to appropriately reflect the salary ranges that were previously approved by the Board on November 6, 2024.

### Technical Correction

We are recommending one (1) technical correction to an existing compensation provision to correctly identify the item number assigned to members of the Aviation Commission within the Department of Public Works.

### Implementation of Strategic Plan Goals

These recommended actions support the County's Strategic Plan North Star 3 – Realize Tomorrow's Government Today, Focus Area Goal B – Diverse and Inclusive Workforce, Strategy 2 – Fairness and Equity.

### FISCAL IMPACT/FINANCING

The total cost resulting from the recommended reclassifications and salary adjustment is \$90,000 and the net County cost portion is \$44,000. Cost increases associated with the recommended actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

The projected budgeted annual cost resulting from the recommended compensation adjustments to the management physician pay plan are estimated to total \$35,000. Net County cost is estimated to be \$34,000. Cost increase associated with the County Code amendments will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6-Salaries of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these classification and compensation recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN  
AE:JR:AS:lm

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

## CLASSIFICATION PLAN CHANGES

### ATTACHMENT A

#### NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR SALARY CHANGE IN THE CLASSIFICATION PLAN

Item No.	Title	Current Salary Schedule and Level		Recommended Salary Schedule and Level	
0957	Executive Assistant, Public Works (UC)	N23	R8	N23	R12
5402	Medical Director, Medical Examiner (UC)	N42	E18	N42	E20

DRAFT

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **CONSUMER AND BUSINESS AFFAIRS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Services Manager III Item No. 1004A NMO 119C Non-Represented	1	Departmental Finance Manager I Item No. 1052A N23 S9 Non-Represented

The subject Administrative Services Manager III position is located in Administrative Services Management and reports to an Administrative Deputy I. The primary purpose of the subject position is to supervise and manage the daily activities of the Finance Management Division. The duties and responsibilities of the subject position meet the classification criteria for Departmental Finance Manager I, a class with responsibility for managing the financial resources for a County department with a small to medium size budget. Based on the reporting relationship to the Administrative Deputy I; management of the daily activities of the Finance Management Division; comparability to other administrative management positions in the department; and responsibility for management of the financial resources of a County department with a small to medium size budget, we recommend downward reallocation of the subject position to Departmental Finance Manager I.

#### **JUSTICE, CARE AND OPPORTUNITIES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
7	Health Program Manager I Item No. 4541A N23 S11 Non-Represented	7	Justice Division Director Item No. 3070A N23 S11 Non-Represented

The seven (7) subject Health Program Manager I positions are assigned to various functions throughout the Department of Justice, Care and Opportunities and supervise teams of analysts engaged in planning, implementing administering, and evaluating justice and service-based programs. The subject positions were allocated to initiate operations while the department was first established during Fiscal Year 2022-23. The Justice Division Director class was approved by the Board of Supervisors on October 22, 2024, to direct divisions comprised of multiple sections responsible for

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **JUSTICE, CARE AND OPPORTUNITIES (Continued)**

providing justice related program and administrative services. The department's objective is to ensure that the positions are aligned in accordance with their respective duties and responsibilities and equity for each of these positions which oversee a specific division in the department. In reviewing the department's request, we recommend lateral reallocation of the subject Health Program Manager I positions to Justice Division Director.

#### **PARKS AND RECREATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Executive Officer, Arboretum Item No. 0301A NMO 119C Non-Represented	1	Executive Officer, Arboretum (UC) Item No. 0302A N23 R10 Non-Represented

The subject Executive Officer, Arboretum position reports to the Director of Parks and Recreation and has executive management oversight over the Los Angeles County Arboretum and Botanical Gardens. On February 18, 2025, the Board approved the creation of the new Executive Officer, Arboretum (UC). The duties and responsibilities of the subject position meet the classification criteria for Executive Officer, Arboretum (UC). Therefore, we recommend lateral reallocation of the subject position to Executive Officer, Arboretum (UC).

#### **PUBLIC SOCIAL SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Contract Program Monitor Item No. 4229A NMO 102G Non-Represented	1	Management Analyst Item No. 1848A NMO 99E Non-Represented

The subject Contract Program Monitor position is assigned to the Contracts Development Division. Duties of the position include researching legal, state, federal and county

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **PUBLIC SOCIAL SERVICES (Continued)**

regulations related to the contract and amendment development process; interacting with various stakeholders during the contract development and amendment processes; and providing analytical and administrative support to managers for all matters related to contract development. The duties and responsibilities of the subject position meet the classification criteria for Management Analyst, a class that performs assignments that require analysis and technical skills for core functions such as contract administration including contract solicitations, contract feasibility studies, and contract development. Therefore, we recommend downward reallocation of the subject position to Management Analyst.

#### **REGISTRAR-RECORDER/COUNTY CLERK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Senior Public Information Specialist Item No. 1609A NMO 109B Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented

The subject Senior Public Information Specialist position is responsible for directing and managing the Media and Creative Services Section, aligning its media strategy and activities with departmental priorities, and works with the Communication Directors for the respective Board of Supervisors offices, the Executive Office to the Board of Supervisors, and the Chief Executive Office Countywide Communications, along with various municipal jurisdictions and other County departments, for all media and communications activities, event coordination, or sharing resources to advertise various departmental services. The duties and responsibilities of the subject position meet the classification criteria for Communications Manager (UC), which, per the classification specification, manages and directs the planning, development, evaluation, implementation, and administration of a comprehensive and strategic public information and engagement program. Therefore, we recommend upward reallocation of the subject position to Communications Manager (UC).

## **ANALYSIS**

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by:

- Adjusting the salary of the elected Assessor at the beginning of the next official term of office and adjusting the salary range of 2 employee classifications;
- Amending Section 6.08.425 to extend negotiated salary adjustments to non-represented management physicians;
- Amending Section 6.08.450 to extend eligibility to include additional non-represented management physicians;
- Amending Section 6.26.040 to delete New Management Physician Pay Plan E Schedule Tables S, T, U and V – Monthly Rates and add the New Management Physician Pay Plan E Schedule Tables W – Monthly Rates;
- Amending Section 6.109.080 to make a technical correction to an existing compensation provision; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Consumer and Business Affairs, Justice, Care and Opportunities, Parks and Recreation, Public Social Services, and Registrar-Recorder/County Clerk.

DAWYN R. HARRISON  
County Counsel

By:  
GRAEME E. SHARPE  
Senior Deputy County Counsel  
Labor & Employment Division

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to adjust the salary of the elected Assessor at the beginning of the next official term of office; adjust the salary range of 17 employee classifications; amend compensation provisions; make a technical correction; and add, delete and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.08.425 is hereby amended to read as follows:

**6.08.425 Management Physician E Pay Schedules.**

...

B. Compensation of Management Physicians and Dental Directors. The following Management Physician and Dental Director classifications shall be compensated on the indicated schedule of the effective E Table effective January 1, 2019 2025, as follows:

Item No.	Title	Schedule Number
4718	Mental Health Clinical Chief (UC)	<del>18</del> <u>19</u>
4734	Chief of Psychiatry, MH (UC)	<del>18</del> <u>19</u>
4739	Chief Mental Health Psychiatrist	<del>19</del> <u>20</u>
4769	Head Dentist	<del>3</del> <u>5</u>
4776	Dental Director I	7



4777	Dental Director II	9
5463	Medical Director I	24
5461	Medical Director II	26
5462	Medical Director II (UC)	26
5460	Medical Director III (UC)	28
4574	Medical Director, MD, Mental Health (UC)	24
4577	Medical Director, Public Health (UC)	26
4737	Supervising Mental Health Psychiatrist	<del>16</del> <u>17</u>
<u>5402</u>	<u>Medical Director, Medical Examiner (UC)</u>	<u>20</u>

C. Compensation of Dental Directors engaged in the practice of Oral and Maxillofacial Surgery. Effective January 1, 2019, a Dental Director I (Item No. 4776) engaged in the practice of Oral and Maxillofacial Surgery shall be compensated on Schedule E30 of the Management Physician Pay Plan and a Dental Director II (Item No. 4777) engaged in the practice of Oral and Maxillofacial Surgery shall be compensated on Schedule E32 of the Management Physician Pay Plan.

**SECTION 2.** Section 6.08.450 is hereby amended to read as follows:

**6.08.450 Special Credits.**

...

D. E. A Physician in the Department of Health Services ~~or~~ Public Health or Department of Medical Examiner who is assigned to act in the absence of the medical director of a hospital, correctional health facility ~~or~~ the Department of Public Health, or the

Department of Medical Examiner shall receive a flat-rate monthly bonus equal to 5.5 percent of the step on the appropriate E Schedule to which he is entitled based upon experience. No more than one such assignment may be made in each hospital, correctional health facility ~~or~~ the Department of Public Health or the Department of Medical Examiner. Such assignment requires prior annual authorization of the Chief Deputy Director, Health Services, Clinical and Medical Affairs (UC) (Item No. 4552) ~~or~~ the Director of Public Health (Item No. 4546) or the Chief Medical Examiner (Item No. 5405) and the Chief Executive Officer.

....

**SECTION 3.** Section 6.26.040 (County of Los Angeles Salary Tables) is hereby amended delete the New Management Physician Pay Plan E Schedule Tables S, T, U and V – Monthly Rates and add the following New Management Physician Pay Plan E Schedule Table W – Monthly Rates.

**6.26.040      County of Los Angeles Salary Tables.**

...

**NEW MANAGEMENT PHYSICIAN PAY PLAN E SCHEDULE TABLES**

**See Section 6.08.415 B**

**TABLE W - Monthly Rates**

**Effective January 1, 2025**

Sch	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
E01	14,887	15,334	15,793	16,268	16,754	17,732	18,264	18,811	19,377	19,957
E02	16,587	17,087	17,600	18,128	18,671	19,759	20,352	20,963	21,592	22,240
E03	17,047	17,558	18,083	18,625	19,184	20,303	20,913	21,540	22,186	22,853
E04	17,515	18,040	18,580	19,136	19,711	20,861	21,486	22,131	22,795	23,478
E05	17,998	18,538	19,094	19,666	20,254	21,435	22,079	22,741	23,423	24,127
E06	18,491	19,047	19,615	20,205	20,814	22,027	22,689	23,369	24,070	24,791
E07	18,998	19,569	20,155	20,759	21,384	22,631	23,311	24,010	24,729	25,473
E08	19,521	20,106	20,709	21,331	21,971	23,252	23,949	24,667	25,409	26,171
E09	20,057	20,658	21,280	21,917	22,577	23,893	24,611	25,349	26,109	26,891
E10	20,610	21,227	21,864	22,521	23,195	24,548	25,286	26,044	26,825	27,630
E11	21,178	21,811	22,467	23,140	23,835	25,225	25,982	26,761	27,564	28,391
E12	21,761	22,410	23,086	23,780	24,492	25,920	26,697	27,498	28,321	29,171
E13	22,357	23,028	23,722	24,432	25,164	26,631	27,429	28,253	29,101	29,975
E14	22,970	23,661	24,371	25,099	25,854	27,362	28,183	29,030	29,900	30,797
E15	23,604	24,311	25,040	25,791	26,566	28,116	28,960	29,828	30,723	31,646
E16	24,252	24,982	25,728	26,502	27,296	28,889	29,756	30,649	31,569	32,515
E17	24,919	25,668	26,438	27,231	28,049	29,685	30,575	31,493	32,438	33,412
E18	25,605	26,376	27,165	27,980	28,819	30,501	31,416	32,358	33,329	34,330
E19	26,309	27,100	27,914	28,748	29,612	31,339	32,280	33,249	34,246	35,272
E20	27,032	27,844	28,680	29,541	30,426	32,201	33,166	34,161	35,187	36,242
E21	27,776	28,610	29,468	30,352	31,264	33,087	34,081	35,103	36,155	37,239
E22	28,540	29,393	30,278	31,185	32,122	33,995	35,015	36,067	37,149	38,262
E23	29,324	30,205	31,111	32,043	33,005	34,931	35,978	37,058	38,172	39,317
E24	30,132	31,036	31,967	32,925	33,911	35,890	36,967	38,076	39,218	40,393
E25	30,961	31,889	32,844	33,831	34,844	36,876	37,983	39,122	40,297	41,505
E26	31,811	32,765	33,750	34,761	35,801	37,890	39,027	40,197	41,403	42,644
E27	32,689	33,666	34,678	35,717	36,789	38,935	40,103	41,306	42,546	43,822
E28	33,584	34,593	35,630	36,700	37,801	40,005	41,205	42,441	43,715	45,026
E29	34,508	35,545	36,608	37,709	38,840	41,105	42,338	43,608	44,915	46,262
E30	35,459	36,521	37,618	38,747	39,909	42,236	43,503	44,808	46,153	47,537
E31	36,433	37,526	38,652	39,812	41,007	43,399	44,702	46,043	47,424	48,847
E32	37,435	38,560	39,715	40,905	42,133	44,592	45,929	47,306	48,726	50,188
E33	38,465	39,618	40,804	42,031	43,293	45,818	47,192	48,608	50,066	51,568
E34	39,521	40,709	41,927	43,188	44,481	47,076	48,488	49,943	51,441	52,984
E35	40,609	41,827	43,081	44,376	45,706	48,372	49,822	51,317	52,857	54,443
E36	41,726	42,977	44,265	45,595	46,963	49,701	51,192	52,730	54,311	55,940
E37	42,872	44,160	45,485	46,848	48,253	51,066	52,599	54,176	55,801	57,475
E38	44,053	45,373	46,735	48,135	49,583	52,474	54,048	55,669	57,340	59,060
E39	45,266	46,620	48,017	49,461	50,946	53,918	55,535	57,201	58,917	60,685
E40	46,507	47,903	49,342	50,823	52,347	55,400	57,062	58,774	60,538	62,354
E41	47,785	49,220	50,698	52,221	53,785	56,922	58,628	60,388	62,200	64,066
E42	49,099	50,574	52,092	53,657	55,264	58,487	60,240	62,049	63,911	65,828

...

**SECTION 4.** Section 6.28.050 (Tables of Classes of Positions with Salary

Schedule and Level) is hereby amended to change the salary of the following

classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
0957	EXECUTIVE ASST,PUBLIC WORKS(UC)	01/01/2021	N23	R8
		10/01/2022	N23	R8
		10/01/2023	N23	R8
		10/01/2024	N23	R8
		_____*	<u>N23</u>	<u>R12</u>
5402	MEDICAL DIR,MEDICAL EXAMINER(UC)	01/25/2022	N42	E18
		10/01/2022	N42	E18
		10/01/2023	N42	E18
		10/01/2024	N42	E18
		<u>01/01/2025</u>	<u>N42</u>	<u>E20</u>

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the salary changes made to Section 6.28.050 of the County Code.

**SECTION 5.** Section 6.28.050-25 (Notes to Section 6.28.050) is hereby amended to read as follows:

...

NOTE 32. A. The salary of the assessor (unclassified) shall be ~~\$141,000~~ \$380,000 per annum effective December 1, 2026, and shall, on July 1, ~~2000~~ 2027, and on July 1st of each year thereafter, be increased by that amount which is produced by multiplying the then current salary for the office by the percentage by which the figure representing the

consumer price index for the Los Angeles metropolitan statistical area (CPI-U) as compiled and reported by the United States Bureau of Labor Statistics has increased in the previous calendar year, but not to exceed four percent.

...

**SECTION 6.** Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004A	4	<del>ADMINISTRATIVE SERVICES MANAGER III</del>

**SECTION 7.** Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1052A</u>	<u>1</u>	<u>DEPARTMENTAL FINANCE MANAGER I</u>

**SECTION 8.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0301A	4	<del>EXECUTIVE OFFICER, ARBORETUM</del>

**SECTION 9.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0302A</u>	<u>1</u>	<u>EXECUTIVE OFFICER, ARBORETUM (UC)</u>

**SECTION 10.** Section 6.102.010 (Justice, Care and Opportunities Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4541A	7	HEALTH PROGRAM MANAGER I

**SECTION 11.** Section 6.102.010 (Justice, Care and Opportunities Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>3070A</u>	<u>7</u>	<u>JUSTICE DIVISION DIRECTOR</u>

**SECTION 12.** Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4229A	44 <u>43</u>	CONTRACT PROGRAM MONITOR
1848A	<del>139</del> <u>140</u>	MANAGEMENT ANALYST

**SECTION 13.** Section 6.109.080 (Aviation Commission) is hereby amended to read as follows:

**6.109.080 Aviation commission.**

Each member of the Los Angeles County aviation commission (Item No. ~~9330~~ 9390) shall be entitled to receive as compensation the sum of \$25.00 for each meeting of the commission attended, not to exceed 15 meetings per year.

**SECTION 14.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1609A	4	<del>SENIOR PUBLIC INFORMATION SPECIALIST</del>

**SECTION 15.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>

**SECTION 16.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[608425MBCEO]

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025	
<b>BOARD MEETING DATE</b>	5/20/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input checked="" type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Chief Executive Office (CEO)	
<b>SUBJECT</b>	Amendment No. 1 to Ground Lease Agreement for the Norwalk Civic Center Parking Garage	
<b>PROGRAM</b>	N/A	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.	
<b>DEADLINES/ TIME CONSTRAINTS</b>	N/A	
<b>COST &amp; FUNDING</b>	Total cost: No cost to the County. The County will receive a monthly parking rent of \$4,500 from the City; 10% increase every 5 years.    Funding source: N/A TERMS (if applicable): N/A Explanation: N/A	
<b>PURPOSE OF REQUEST</b>	Approval of the recommended actions will authorize the CEO to execute the amendment to ground lease with the City of Norwalk (City).	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The City of Norwalk (City), as the lead agency, on October 4, 2022, certified an EIR for the City-approved Norwalk Entertainment District Specific Plan (Project) that includes a mixed-use development consisting of approximately 350 residential units which includes 15% affordable housing, 100,000 SF of commercial retail spaces, and 100,000 SF of open space. The County is the lessor of the Norwalk Civic Center parking garage that is leased to and managed by the City. The County has agreed to amend the ground lease with the City in support of the City's proposed mixed-use development. The County would reduce its parking allocation for the parking garage from 900 to 750 parking spaces, recognize City's exercise of second option to extend lease term and remove early rights to terminate the lease. Environmental impacts of the proposed Amendment are within the scope of the City's EIR. No further findings are necessary under CEQA.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Michael Rodriguez Section Chief, County-owned CEO Real Estate Division 213-974-4246 <a href="mailto:mgrodriguez@ceo.lacounty.gov">mgrodriguez@ceo.lacounty.gov</a>	





**Chief  
Executive  
Office.**

**COUNTY OF LOS ANGELES**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 974-1101      ceo.lacounty.gov

**CHIEF EXECUTIVE OFFICER**

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

May 20, 2025

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

Dear Supervisors:

**AMENDMENT TO GROUND LEASE  
THE NORWALK CIVIC CENTER PARKING GARAGE  
12720 NORWALK BOULEVARD, NORWALK  
(FOURTH DISTRICT) (3 VOTES)**

**SUBJECT:**

Approval of a proposed Amendment to the Ground Lease for the Norwalk Civic Center Parking Garage located at 12720 Norwalk Boulevard, Norwalk.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Acting as a responsible agency for the City-approved Norwalk Entertainment District Civic Center Specific Plan (Project) which covers the proposed First Amendment (Amendment) to amend the Ground Lease No. 68090 (Lease) for the Norwalk Civic Center Parking Garage located at 12720 Norwalk Boulevard, Norwalk,; consider the Final Environmental Impact Report (EIR) prepared and certified by the City of Norwalk (City) as a lead agency which covers the proposed Amendment; certify that the Board has independently reviewed and considered the information contained in the EIR; and determine that the significant adverse effects of the Project have been either been reduced to an acceptable level or are outweighed by the specific considerations of the Project, as outlined in the Environmental Findings of Fact and Statement of Overriding Considerations, which findings and statement are adopted and incorporated herein by reference as applicable.

2. Authorize and direct the Chief Executive Officer, or her designee, to execute the proposed Amendment to the Lease for the Norwalk Civic Center Parking Garage, which would (i) recognize the City's exercise of the second option to extend the term of the Lease through May 8, 2094, (ii) reduce the County's parking allocation for the parking garage from 900 to 750 spaces in exchange for a monthly parking rent of \$30 for each space reduced for a total of \$4,500, from the City to the County, and (iii) to remove early rights to terminate the Lease.
3. Authorize the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed Amendment, and to take actions necessary and appropriate to implement the proposed Amendment.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to amend the Lease to recognize the City's exercise of the second option to extend its term through May 8, 2094, reduce the County's parking allocation for the parking garage for a fee, and to remove early rights to terminate the Lease. The parking spaces provided under the proposed Amendment is a component of the City's Project and is within the scope of the EIR prepared by the City, as lead agency under the California Environmental Quality Act (CEQA). The Project is a mixed-use development, on city-owned land adjacent to the City Hall, that will include approximately 350 residential units, 100,000 square feet of commercial retail spaces and 100,000 square feet of open space.

In 1995, the County and City entered into the Lease, in which the County leased to the City a portion of the land located at 12720 Norwalk Boulevard, for the purpose of the City constructing and operating a multilevel parking garage containing approximately 1,050 parking spaces. The Lease included an initial term of 35 years, which commenced May 8, 1995, with two additional renewal options of 30 and 34 years, respectively, of which the first option was exercised by the City in June 1995. The current term of the Lease is set to expire on May 8, 2060. As consideration for the Lease, the County received the right to use 900 parking spaces at all times when the parking garage is in operation plus 50 percent of net operating income from the parking garage, which has not been realized since the commencement of the Lease.

The County has agreed to amend the Lease in support of the Project. The County would reduce its parking allocation for the parking garage from 900 to 750 parking spaces. In exchange, the City would pay a parking rent of \$4,500 per month to the County, \$30 per space for the additional 150 parking spaces the County is providing to the City, with a 10 percent rent increase every five years. The reduction in parking spaces would not impact the County's parking usage at the Norwalk Civic Center, including the courthouse parking.

In addition, the City would elect to exercise the second renewal option for an additional 34 years upon expiration of the first option on May 8, 2060. The new expiration date of the Lease would be May 8, 2094. Finally, the proposed Amendment will remove early rights to terminate the lease. The County and the City have agreed to forego the early right to terminate for the City to complete its development.

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

The Countywide Strategic Plan North Star 1 – “Make Investments That Transform Lives” – provides that 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.

The proposed Amendment is also consistent with Strategic Asset Management Goal – Strengthen connection between service priorities and asset decisions and Key Objective No. 3. – Optimize Real Estate Portfolio.

The proposed Amendment supports the above goal and objective by supporting the City’s proposed Project that will include affordable housing and open space program at the Norwalk Civic Center. The reduction in parking will not impact the County’s parking usage nor County’s operation at the Norwalk Civic Center. The Project will utilize surplus parking available inside the parking garage.

### **FISCAL IMPACT/FINANCING**

As consideration, the City will pay a parking rent of \$4,500, per month to the County, \$30 per parking space, for the use of 150 parking spaces located within the parking garage. A rent escalation of 10 percent every five years is included in the proposed Amendment. In total, the County will collect approximately \$7.2 million in parking fees from the City through the end of the Lease term, May 8, 2094, as a result of the proposed Amendment. Based upon a review of available Courts parking data, it has been established that the monthly parking rate for a comparable parking space is between \$70 and \$80 per space. The \$30 per parking space, per month, is reflective of the County and the City’s existing arrangement of splitting net operating income and extending the Lease through 2094.

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

County Counsel has reviewed the proposed Amendment and approved it as to form. The proposed Amendment is authorized by Government Code Section 25521, which allows the County to enter into a lease that’s for a period of up to 99 years.

### **ENVIRONMENTAL DOCUMENTATION**

The City, as lead agency for the Project, certified an EIR on October 4, 2022. The County, acting as responsible agency for the Project, is the lessor of the Norwalk Civic Center Parking Garage that is leased to and managed by the City. Environmental impacts of the proposed Amendment are within the scope of the City’s EIR. No further findings are necessary under CEQA. The Findings and Mitigation Monitoring and Reporting Program adopted by the City are adopted as applicable to the County’s actions.

The location of documents and other materials constituting the record of the proceedings upon which the Board's decision is based in this matter is the Chief Executive Office Real Estate Division and can be found at the following link: [https://norwalkca.gov/departments\\_services/community\\_development/entertainment\\_district.php](https://norwalkca.gov/departments_services/community_development/entertainment_district.php)

The custodian of documents and materials in this matter is the Chief Executive Office, Real Estate Division located at the Hall of Records 320 West Temple Street 7th Floor, Los Angeles, CA 90012

Upon the Board's approval of the recommended actions, a Notice of Determination will be filed with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Governor's Office of Planning and Research and will be posted to the County's website, pursuant to section 21092.2.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There is no impact on current services.

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:JTC  
JLC:HD:MR:MJC:gb

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller

**FIRST AMENDMENT TO GROUND LEASE AGREEMENT  
NORWALK CIVIC CENTER PARKING GARAGE**

This First Amendment to Ground Lease Agreement (this “**Amendment**”), dated as of \_\_\_\_\_, 2025 (the “**Effective Date**”), is entered into by and between the County of Los Angeles, a body corporate and politic (“**County**”) and the City of Norwalk, a municipal corporation (“**City**”). Each of County and City are occasionally referred to herein as a “**Party**” and collectively as the “**Parties**.”

**RECITALS**

A. County and City are parties to that certain Ground Lease Agreement dated March 30, 1995, a copy of which is attached hereto as Exhibit A (the “**Original Agreement**”), pursuant to which County leases to City certain real property in the City of Norwalk, County of Los Angeles, State of California, as more particularly described on Exhibit B attached hereto (the “**County Premises**”). The Original Agreement, as amended by this Amendment, shall be referred to herein as the “**Lease Agreement**.” Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to such terms in the Original Agreement.

B. Section 2 of the Original Agreement provides the City with two (2) consecutive options (each, an “**Option**”) to renew the initial term of the Original Agreement (as may be extended, the “**Term**”) for an additional term, the first of thirty (30) years and, provided that the first Option has been exercised, the second of thirty-four (34) years.

C. Pursuant to that certain Notice of Exercise of Option to Extend Lease dated June 13, 1995, the City exercised the first Option to extend the Term for a period of thirty (30) years and confirmed that the Original Agreement commenced on May 9, 1995, and, as extended, is currently set to expire on May 8, 2060.

D. Pursuant to the Original Agreement, City constructed, and continues to operate, a multilevel parking structure on the County Premises (the “**Parking Structure**”).

E. City is the fee owner of certain land located in the City of Norwalk, County of Los Angeles, State of California, as more particularly described on Exhibit C attached hereto (the “**City Property**”), which is adjacent to the Parking Structure.

F. Pursuant to that certain Ground Lease dated December 19, 2022 (the “**Project Ground Lease**”), entered into by and between City and Primestor Norwalk Entertainment, LLC, a Delaware limited liability company (“**Primestor**”), City leases a portion of City Property, including but not limited to the Surface Parking Area, as more particularly described on Exhibit F (the “**Project Parcel**”) to Primestor for the development and construction of a mixed use development (the “**Mixed-Use Project**”) consisting of (i) up to three hundred fifty (350) residential units, (ii) up to one hundred ten thousand (110,000) square feet of commercial uses, which may include, but not be limited to, food and beverage establishments, retail, health and wellness facilities, and grocery or supermarket uses, and (iii) approximately one hundred thousand (100,000) square feet of ground-floor open space/plaza area that is publicly accessible but privately maintained and operated. The Mixed-Use Project, which will be developed in phases by one or more affiliates of Primestor (together with Primestor, “**Primestor Parties**”), is anticipated to

provide not less than the minimum number of vehicle parking spaces as required by the Norwalk Entertainment District – Civic Center Specific Plan.

G. Section 6.A. of the Original Agreement provided County with the exclusive right to use four hundred fifty (450) parking spaces within the parking structure between the hours of 7:30 a.m. and 5:30 p.m. on non-holiday weekdays and a non-exclusive right to use an additional four hundred fifty (450) parking spaces within the parking structure between the hours of 7:30 a.m. and 5:30 p.m. on non-holiday weekdays.

H. In order to provide vehicle parking spaces to users of the Project, County has agreed to relinquish its exclusive rights to use one hundred (100) vehicle parking spaces and its non-exclusive rights to use fifty (50) vehicle parking spaces in the Parking Structure (collectively, the “**Relinquished Spaces**”) and its rights to early terminate the Lease Agreement as set forth in this Amendment.

I. The Parties now desire to amend and modify certain terms of the Original Agreement, subject to and in accordance with the terms of this Amendment, in order to: (1) extend the term of the of the Lease Agreement; (2) revise County’s rights to use vehicle parking spaces in the Parking Structure; (3) eliminate early termination rights by County and City; and (4) make such other modifications and amendments to the Original Agreement as are expressly set forth in this Amendment.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the Recitals set forth above, which are hereby incorporated herein by reference, and the mutual covenants and conditions contained in this Amendment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and the City agree as follows:

1. Term. The City hereby elects to exercise the second Option upon expiration of the first Option on May 8, 2060 to extend the Term, and County hereby acknowledges such election and agrees that (a) the Term shall be extended for an additional period of thirty-four (34) years, and (b) that the Lease Agreement will expire on May 8, 2094.

2. Consideration.

2.1 Section 6.A of the Original Agreement shall be amended to add the following to the end thereof:

6.A. In order to accommodate City’s desire for a project on an adjacent site, City will need, and County will relinquish its exclusive rights to use one hundred (100) vehicle parking spaces and its non-exclusive rights to use fifty (50) vehicle parking spaces in the Parking Structure (the “**Relinquished Spaces**”) on the date (the “**Relinquish Date**”) that is the earlier of (i) the date on which City elects to commence payment of the Parking Fee, and (ii) the date on which the City issues a Temporary Certificate of Occupancy to Primestor for its project on an adjacent site. Until the Relinquish Date, County shall at all times when the Parking

Structure is in operation, continue to have the non-exclusive right to use all 900 original parking spaces. On and after the Relinquish Date, County will have the exclusive right to use up to three hundred fifty (350) vehicle parking spaces within the Parking Structure between the hours of 7:30 a.m. and 5:30 p.m. on non-holiday weekdays, and the non-exclusive right to use an additional four (400) vehicle parking spaces within the Parking Structure between the hours of 7:30 a.m. and 5:30 p.m. on non-holiday weekdays, both at no expense to County other than as provided herein. On and after the Relinquish Date, County shall at all times when the parking structure is in operation, have the non-exclusive right to use 750 parking spaces.

2.2 A new Section 6.D shall be added to the Lease Agreement, as follows:

6.D. Commencing on the Relinquish Date, the City shall pay County as further additional consideration for the Relinquished Spaces, a monthly payment (the “**Parking Fee**”) in the amount of thirty dollars (\$30) per Relinquished Space, for a total of four thousand five hundred dollars (\$4,500) per month. The Parking Fee shall be made to the County as follows:

County of Los Angeles  
Auditor-Controller, Administrative Services  
500 West Temple Street, Room 410  
Los Angeles, California 90012  
Attn: Franchise / Concessions Section

A rent escalation in the amount of ten percent (10%) every five (5) years shall be applied to the Parking Fee through the expiration of the Lease Agreement.

3. Early Termination. Section 7.B of the Original Agreement shall be deleted in its entirety.

4. Ratification. Except as amended by the provisions of this Amendment, the terms and provisions of the Agreement remain in full force and effect. County and Owner ratify and affirm the Agreement as amended by this Amendment.

5. Choice of Law. The terms and provisions of this Amendment shall be construed in accordance with, and governed by, the laws of the State of California without application of any choice of laws provisions.

6. Entire Agreement and Modification. The Agreement as modified by this Amendment constitutes the final, complete and exclusive statement of the terms of the agreement of County and Owner and is binding on and inures to the benefit of the respective heirs, representatives, successors and assigns of County and Owner. This Amendment shall be deemed to be incorporated into the Agreement and made a part thereof. All references to the Agreement in any other document shall be deemed to refer to the Agreement as modified by this Amendment.

Except as modified by this Amendment, all of the terms and conditions of the Agreement shall remain in full force and effect. In the event that the terms of this Amendment conflict with the terms of the Agreement and its schedules, the terms of this Amendment shall control. Neither County nor Owner has been induced to enter into this Amendment by, nor is County or Owner relying upon, any representation or warranty other than those set forth in this Amendment. Any agreement made after the date of this Amendment shall be ineffective to amend this Amendment, in whole or in part, unless such agreement is in writing, is signed by County and Owner, and specifically states that the agreement amends or modifies this Amendment (or the Agreement, as amended by this Amendment).

7. No Drafting Presumption. The doctrine or rule of construction that ambiguities in a written instrument or agreement shall be construed against the party drafting the same shall not be employed in connection with this Amendment.

8. Partial Invalidity. If any term, covenant or provision of this Amendment is, to any extent, held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Amendment, or the application of that term, covenant or provision to persons or circumstances other than those as to which it is held to be invalid or unenforceable, will not be affected by such invalidity or unenforceability, and all other terms, covenants and conditions of this Amendment will be valid and enforceable to the fullest extent permitted by law.

9. Construction. Unless the context clearly requires otherwise, in this Amendment: (a) the plural and singular numbers shall each be deemed to include the other; (b) the masculine, feminine and neuter genders shall each be deemed to include the others; (c) “shall,” “will,” “must,” “agrees,” and “covenants” are each mandatory; (d) “may” is permissive; (e) “or” is not exclusive; and (f) “includes” and “including” are not limiting. Each covenant, agreement, obligation, or other provision of this Amendment shall be deemed and construed as a separate and independent covenant of the party bound by, undertaking or making the same, not dependent on any other provision of this Amendment, unless otherwise expressly provided in this Amendment.

10. Capitalized Terms; Paragraph References. Capitalized terms used herein without definition (including in the recitals hereto), have the meanings given to such terms in the Agreement, unless otherwise defined in this Amendment. Unless otherwise noted, section references in this Amendment refer to sections in Agreement, as amended by this Amendment.

11. Captions. The captions to the sections in this Amendment are included for convenience of reference only and do not modify or define any of the provisions of this Amendment.

12. Counterparts. This Amendment may be executed in separate counterparts, each of which shall constitute an original and all of which together shall constitute one and the same document. The parties contemplate that they may be executing counterparts of this Amendment transmitted by facsimile or email in PDF format and agree and intend that a signature by either facsimile machine or email in PDF format shall bind the party so signing with the same effect as though the signature were an original signature.

*[Signatures on next page]*



IN WITNESS WHEREOF, the Parties have executed and delivered this Amendment as of the date first written above.

**COUNTY:**

FESIA A. DAVENPORT  
Chief Executive Officer

By: \_\_\_\_\_  
John T. Cooke  
Assistant Chief Executive Officer

**APPROVED AS TO FORM:**

DAWYN R. HARRISON  
County Counsel

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

*[signatures continued on next page]*

**CITY:**

**CITY OF NORWALK,**  
a California municipal corporation

By: \_\_\_\_\_  
Jesus Gomez  
City Manager

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Arnold M. Alvarez Glasman  
City Attorney

**Exhibit A**

**Original Agreement**

[see attached]

**Exhibit B**

**County Premises**

[see attached]

**Exhibit C**

**City Property**

[see attached]

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025		
<b>BOARD MEETING DATE</b>	5/20/2025		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>		
<b>DEPARTMENT(S)</b>	Animal Care and Control		
<b>SUBJECT</b>	The Department of Animal Care and Control is requesting Board approval of an appropriation adjustment and authorization to utilize \$300,000 in one-time funding from the County's Information Technology Infrastructure Fund for the implementation and integration of digital signage, digital kennel cards, and Q-line management systems at the Department's seven animal care centers.		
<b>PROGRAM</b>	Community Services		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:		
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>		
<b>DEADLINES/ TIME CONSTRAINTS</b>	None		
<b>COST &amp; FUNDING</b>	Total cost:	Funding source:	
	\$300,000	Information Technology Infrastructure Fund	
	TERMS (if applicable): N/A		
	Explanation: N/A		
<b>PURPOSE OF REQUEST</b>	Requesting Board approval for an appropriation adjustment to reallocate funding to Animal Care & Control for the implementation and integration of digital signage, digital kennel cards, and Q-line management system at the seven animal care centers.		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	None expected		
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:		
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Shakeel Qazi, Information Technology Manager I, (562) 658-2097, <a href="mailto:sqazi@animalcare.lacounty.gov">sqazi@animalcare.lacounty.gov</a>		



LOS ANGELES COUNTY

**ANIMAL CARE & CONTROL** | **redefining CARE**



Marcia Mayeda, Director

May 20, 2025

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:

**APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION  
TECHNOLOGY INFRASTRUCTURE FUND FOR THE IMPLEMENTATION  
AND INTEGRATION OF DIGITAL SIGNAGE, DIGITAL KENNEL CARDS,  
AND Q-LINE MANAGEMENT SYSTEMS AT ANIMAL CARE CENTERS  
AND APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR  
FISCAL YEAR 2024-25  
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

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

**SUBJECT**

The Department of Animal Care and Control (DACC) is requesting Board approval of an appropriation adjustment and authorization to utilize \$300,000 in one-time funding from the County's Information Technology Infrastructure Fund (ITF) for the Department's implementation and integration of digital signage, digital kennel cards, and Q-line management systems at the Department's seven animal care centers.

Agoura ACC  
29525 Agoura Road  
Agoura Hills, CA 91301  
(818) 991-0071

Baldwin Park ACC  
4275 N. Elton Street  
Baldwin Park, CA 91706  
(626) 962-3577

Carson/Gardena ACC  
216 W. Victoria Street  
Gardena, CA 90248  
(310) 523-9566

Castaic ACC  
31044 N. Charlie Canyon Rd.  
Castaic, CA 91384  
(661) 257-3191

Downey ACC  
11258 S. Garfield Ave.  
Downey, CA 90242  
(562) 940-6898

Lancaster ACC  
5210 W. Avenue I  
Lancaster, CA 93536  
(661) 940-4191

Palmdale ACC  
38550 Sierra Highway  
Palmdale, CA 93550  
(661) 575-2888

Administrative Office  
5898 Cherry Avenue  
Long Beach, CA 90805  
(800) 253-3555

**IT IS RECOMMENDED THAT THE BOARD:**

Approve a Fiscal Year 2024-25 appropriation adjustment in the ITF to reallocate \$300,000 from Services and Supplies (S&S) to Other Financing Uses and to increase Department's S&S Budget to procure and implement digital signage, digital kennel cards, and a Q-line management system at Department's seven animal care centers.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pet surrenders have been steadily increasing as pet owners experience housing and other financial challenges. The Department has leveraged partnerships with rescue groups and the public to promote adoptions, resulting in increased adoption rates despite increased animal admissions. The recommended action will fund additional opportunities for modernization that can improve the experience for customers visiting our animal care centers while also increasing visibility for animals in need of homes.

We propose to modernize our animal care centers by implementing interactive television (TV) screens, digital kennel cards, and a Q-line management system to improve operational efficiency and the customer experience. Interactive TV screens will engage visitors by showcasing our adoptable animals and by offering informative and real-time content while also enabling some visitors to bypass lines by accessing the help they need through the screens. Digital kennel cards will help eliminate the need to print thousands of paper cards each week. Customers can scan a QR code on each kennel or view display screens to quickly see available animals and their key information. This will help reduce wait times and allow staff to focus on providing more personalized support to customers. Finally, a Q-line management system will improve the customer experience by allowing digital check-ins, reducing waiting times and allowing customers to browse kennels while waiting for their number to be called.

The Department is continuously looking for opportunities to leverage technology to improve the customer experience at our animal care centers and ultimately increase positive outcomes for the animals in our care. These innovations will increase adoption rates, improve accessibility for visitors, reduce paper, and enhance both efficiency and effectiveness of Department services.

**IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended action aligns with the Countywide Strategic Plan's North Stars, particularly North Star Three. By prioritizing communication and public access, the project enhances transparency and accessibility to government services. It offers multilingual



information in multiple formats and allow for real-time information updates to reach a wider audience.

We rely on community feedback and positive animal outcomes to guide our efforts. This project will enable us to collect more comprehensive data, fostering data-driven decisions to help inform community engagement and adoption rates. With these insights, we can identify what resonates with people, motivates them to engage, and address their needs more effectively.

The project also strengthens internal processes, promoting efficiency and accountability while demonstrating fiscal responsibility. Features like digital signage and text messaging will reduce paper costs and waste, and a centralized system for updating information across our seven care centers will streamline operations, also allowing us to provide evacuation information to pet owners during disaster situations such as the recent Eaton, Hughes, and Palisades Fires.

### **FISCAL IMPACT/FINANCING**

The ITF, governed by the County's Information Technology Investment Board (ITIB), was established to fund Countywide or multi-departmental technology projects that improve the delivery of services to the public; generate operational improvements to one or more departments or programs; and improve interdepartmental or interagency collaboration.

The ITIB approved the use of \$300,000 in one-time funding from the County's ITF on April 2, 2025. The funding will be used to implement and integrate digital signage, digital kennel cards, and Q-line management systems at the Department's seven animal care centers.

Approval of the recommended appropriation adjustment (attached) in the ITF will reallocate \$300,000 from S&S to Other Financing Uses and will increase the DACC S&S Budget offset with revenue in Operating Transfers In.

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

There are no legal requirements or prohibitions related to this recommended action.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This project is designed to improve the delivery of information and essential services to customers visiting our care centers, making better use of both their time and freeing up staff time to focus on maximizing positive outcomes for animals in care. By modernizing

The Honorable Board of Supervisors  
May 20, 2025  
Page 4

and streamlining our communication methods, we aim to create a more inclusive, efficient, and impactful experience for our animals, staff, and the communities we serve.

### **CONCLUSION**

Upon Board approval, please return one adopted copy of this board letter to the Department.

Respectfully submitted,

MARCIA MAYEDA  
Director

PETER LOO  
Chief Information Officer

MM:DU:WD:SQ:rke

s://brd corr/board letters/2025 board letters\5.20.25 itf real-time comm and display systems

Attachment

c: Chief Executive Office  
Chief Information Office  
County Counsel  
Executive Office

## BOARD LETTER COVER SHEET

Agenda Date: May 20, 2025

Subject:

**APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION TECHNOLOGY INFRASTRUCTURE FUND FOR THE IMPLEMENTATION AND INTEGRATION OF DIGITAL SIGNAGE, DIGITAL KENNEL CARDS, AND Q-LINE MANAGEMENT SYSTEMS AT ANIMAL CARE CENTERS  
AND APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2024-25  
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

If the Board Agenda item requires clearance from County Counsel or Chief Information Officer, explain where you are in that review process. If not, please indicate that it is not required.

County Counsel review not required. The Chief Information Office reviewed this request and recommends approval.

If there is an urgency to the Board Agenda item, explain the urgency, citing the reason for the urgency (including the drop-dead due date) and consequences if the due date is missed. If not, please indicate that there is no urgency.

No urgency

Is this a Delegated Authority or Consent Agenda item? Check the appropriate box below and explain why.

- ☐ CEO Delegated Authority  
☒ Board Agenda, Consent  
☐ Board Agenda, Not Consent.

Board Notification:

- ☒ Yes (see attached)  
☐ No (please explain why not)

Contact person for the Board Agenda item, division, phone number, and e-mail address.

Shakeel Qazi, Information Technology Manager I, (562) 658-2097, [sqazi@animalcare.lacounty.gov](mailto:sqazi@animalcare.lacounty.gov)

PINK

BA FORM 10142022

BOARD OF SUPERVISORS  
OFFICIAL COPY

May 20, 2025

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

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

ADJUSTMENT REQUESTED AND REASONS THEREFORE  
FY 2024-25  
4 - VOTES

SOURCES	USES
INFORMATION TECHNOLOGY INFRASTRUCTURE FUND B16-AO-2000-40033 SERVICES & SUPPLIES DECREASE APPROPRIATION300,000	INFORMATION TECHNOLOGY INFRASTRUCTURE FUND B16-AO-6100-40033 OTHER FINANCING USES INCREASE APPROPRIATION300,000
ANIMAL CARE AND CONTROL A01-AN-96-9911-18950 OPERATING TRANSFERS IN INCREASE REVENUE300,000	ANIMAL CARE AND CONTROL A01-AN-2000-18950 SERVICES & SUPPLIES INCREASE APPROPRIATION300,000
SOURCES TOTAL\$600,000	USES TOTAL\$600,000

JUSTIFICATION

This adjustment reflects a shift in appropriation from the Information Technology Infrastructure Fund to the Department of Animal Care and Control for the department’s implementation and integration of digital signage, digital kennel cards, and Q-line management systems at the Department’s seven animal care centers.

Albert Navas

Digitally signed by Albert Navas  
Date: 2025.04.10 14:36:02 -07'00'

AUTHORIZED SIGNATURE

ALBERT NAVAS, MANAGER, CEO

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---	<input type="checkbox"/> ACTION	<input type="checkbox"/> APPROVED AS REQUESTED
	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> APPROVED AS REVISED
AUDITOR-CONTROLLER	BY	CHIEF EXECUTIVE OFFICER
B.A. NO.	DATE	DATE

# **Saving Animal Lives With Realtime Communication and Display Systems**



**Information Technology Fund Project Proposal**

**Department of Animal Care and Control**

**Participants: Danny Ubario, Whitney Duong, Shakeel Qazi, Bradley Kim, Walter Almora**

**Date: 3/27/2025**



# The Problem

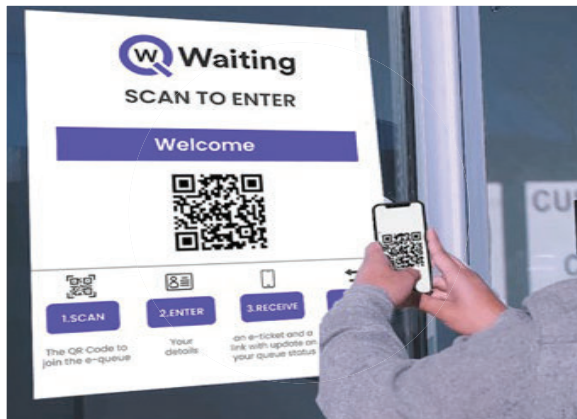


The Department of Animal Care and Control (DACC) has observed long wait times and inefficiencies in customer service at its seven animal care centers (ACCs), impacting both staff productivity and customer experience. Currently, customers must wait in physical lines for services, rely on static and sometimes dated paper-based bulletins for information, and depend on printed animal identification cards for animal details. These manual processes consume significant staff time and resources, limiting their ability to focus on essential animal care duties.

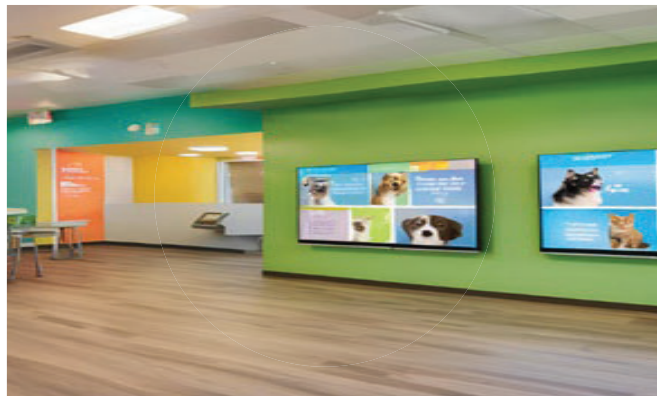




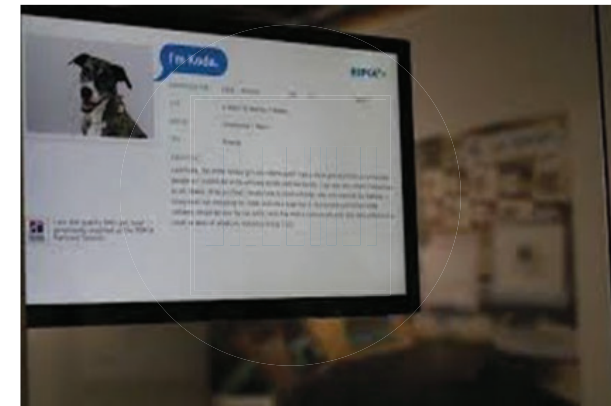
# The Solution



**QUEUE LINE MANAGEMENT** WILL STREAMLINE CUSTOMER FLOW BY PROVIDING REAL-TIME UPDATES ON SERVICE WAIT TIMES VIA DIGITAL SCREENS AND TEXT NOTIFICATIONS, ALLOWING CUSTOMERS TO WAIT COMFORTABLY RATHER THAN STANDING IN LINE.



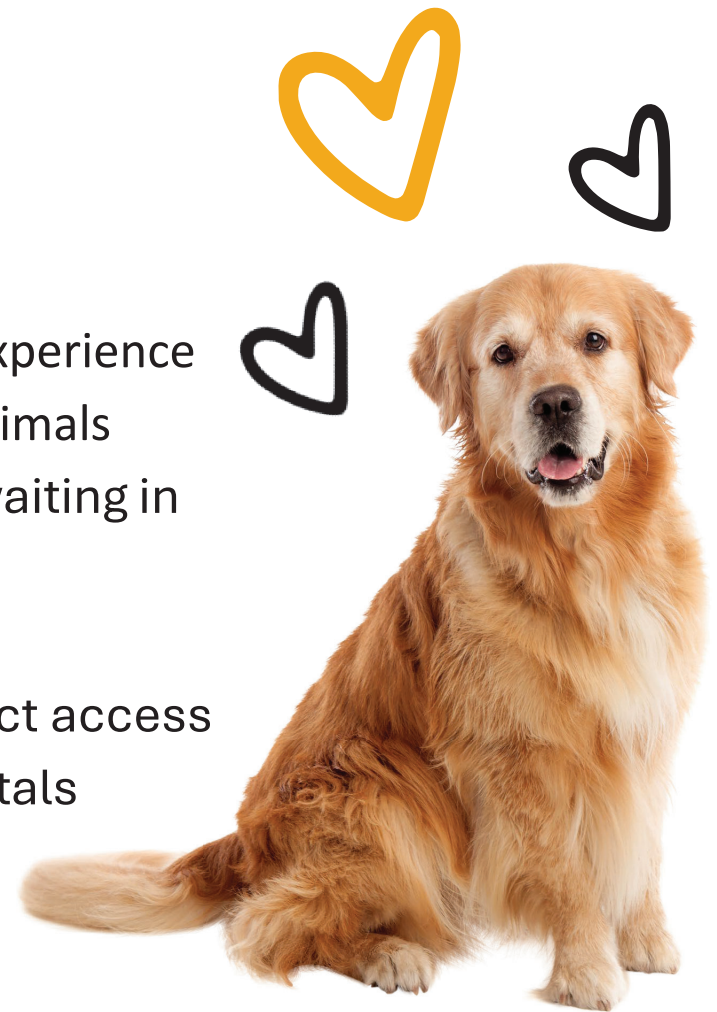
**DIGITAL SIGNAGE** WILL REPLACE PAPER-BASED BULLETINS WITH DYNAMIC, REAL-TIME ADOPTABLE PETS AND PROMOTIONAL AND EVENT CONTENT, ENHANCING CUSTOMER ENGAGEMENT IN ANIMAL CARE CENTER LOBBIES.



**DIGITAL ANIMAL IDENTIFICATION CARDS** WILL ALLOW CUSTOMERS TO SCAN QR CODES OR USE TOUCHSCREEN DISPLAYS TO ACCESS REAL-TIME ANIMAL INFORMATION, REDUCING THE NEED FOR STAFF TO PRINT AND POST THOUSANDS OF PAPER CARDS WEEKLY.

# Benefits

- Increased adoption rates and public awareness
- Improved service efficiency and enhanced customer experience
- Allow DACC staff to allocate more time to caring for animals
- Text-messaging notification system for customers waiting in line for services at our animal care centers
- Content sharing across locations
- QR codes or links displayed on screens provide direct access to shared resources, documents, or registration portals





# The Costs

One-time project cost	Ongoing support cost (Annual)
Equipment Set-Up	ISD hosting
ISD application development, system setup, and a one-year software subscription.	ISD application support
\$300,000	\$25,000



DACC will fund ongoing support costs

# Project Success Factors

- DACC is ready to execute this project as soon as funding is available.
- DACC will collaborate with ISD and vendors to implement Queue Line Management, Digital Signage, and Digital Animal Identification Cards.
- Queue Line Management will reduce waiting times by using digital screens and text notifications.
- Digital Signage will provide real-time updates in animal care center lobbies.
- Digital Animal Identification Cards will allow customers to access real-time animal information via QR codes and touchscreen displays.

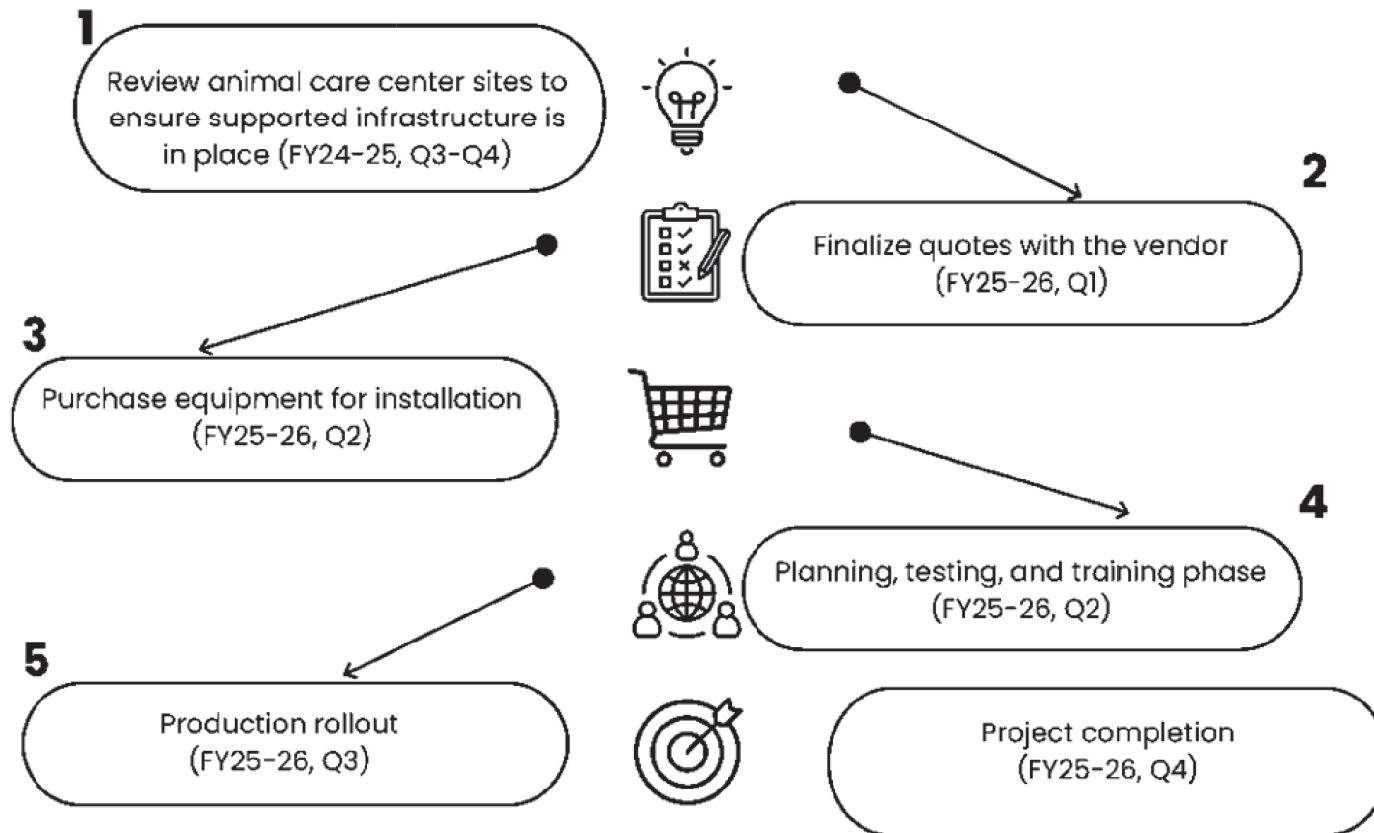




# Problem Solved

- More animals will be adopted
- It will cost less in the long run to print materials
- Our response time will improve
- DACC will become better equipped to further positive outcomes for all animals coming into our care.

# Milestones



# Thanks!

Marcia Mayeda, Director

Department of Animal Care and  
Control



# QUESTIONS

COST BREAKDOWN

MATERIAL	QTY	UNIT PRICE	TOTAL
Touchscreen 55-inch TV	12	\$15,000.00	\$18,000.00
Zoom Licensing Annual	7	\$400.00	\$2,800.00
Premier Mounts Universal Tilting Wall Mount (Black)	12	\$150.00	\$1,800.00
Yealink RoomCast for Zoom Rooms Wireless Presentation and Collaboration System - YEROOMCASTZ	12	\$400.00	\$ 4,800.00
Go Green Power 6-Outlet Surge Protector (Black, 3')	12	\$10.00	\$120.00
Shipping + Tax	1	\$2,500.00	\$2,500.00
LABOR			
TASK 1 – ISD Video			
TASK 2 – FOS Electrician (Electrical)		\$191.00	\$30,000.00
TASK 3 – FOS Electrician (Data)		\$2,100.00	\$21,000.00
		\$55,000.00	\$55,000.00
ADDITIONAL COST			
Programming and Integration (for display system)	1	\$75,000.00	\$75,000.00
QR Code Integration (300 cages)	300	\$12.00	\$ 3,600.00
Software Subscription (annual, for CMS & display)	7	\$3,600.00	\$ 25,200.00
Contingency (20% for scope adjustments)		\$47,164.00	\$47,164.00
		SUB TOTAL	\$286,984.00
		POTENTIAL ISD MARK UP	\$5,424.00
		GRAND TOTAL	\$292,408.00



# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025							
<b>BOARD MEETING DATE</b>	5/20/2025							
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>							
<b>DEPARTMENT(S)</b>	Treasurer and Tax Collector							
<b>SUBJECT</b>	Issuance and Sale of Los Angeles County 2025-26 Tax and Revenue Anticipation Notes (TRANS)							
<b>PROGRAM</b>	N/A							
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
	If Yes, please explain why:							
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.							
<b>DEADLINES/ TIME CONSTRAINTS</b>	May 20, 2025							
<b>COST &amp; FUNDING</b>	<table border="1"> <tr> <td>Total cost: Not to exceed [\$1,000,000,000]</td><td>Funding source: County General Fund</td></tr> <tr> <td colspan="2">TERMS (if applicable): Negotiated sale of the 2025-26 TRANS (not to exceed) [\$1,000,000,000]; fixed rate, single series note with a one-year final maturity.</td></tr> <tr> <td colspan="2">Explanation: The Treasurer and Tax Collector is requesting authorization to issue the Los Angeles County 2025-26 TRANS in an aggregate principal amount not to exceed [\$1,000,000,000]. The proceeds of the 2025-26 TRANS will be used to enable the County to manage its funding expenditures and reduce the need for internal borrowing during FY 2025-26.</td></tr> </table>		Total cost: Not to exceed [\$1,000,000,000]	Funding source: County General Fund	TERMS (if applicable): Negotiated sale of the 2025-26 TRANS (not to exceed) [\$1,000,000,000]; fixed rate, single series note with a one-year final maturity.		Explanation: The Treasurer and Tax Collector is requesting authorization to issue the Los Angeles County 2025-26 TRANS in an aggregate principal amount not to exceed [\$1,000,000,000]. The proceeds of the 2025-26 TRANS will be used to enable the County to manage its funding expenditures and reduce the need for internal borrowing during FY 2025-26.	
Total cost: Not to exceed [\$1,000,000,000]	Funding source: County General Fund							
TERMS (if applicable): Negotiated sale of the 2025-26 TRANS (not to exceed) [\$1,000,000,000]; fixed rate, single series note with a one-year final maturity.								
Explanation: The Treasurer and Tax Collector is requesting authorization to issue the Los Angeles County 2025-26 TRANS in an aggregate principal amount not to exceed [\$1,000,000,000]. The proceeds of the 2025-26 TRANS will be used to enable the County to manage its funding expenditures and reduce the need for internal borrowing during FY 2025-26.								
<b>PURPOSE OF REQUEST</b>	The proceeds from the sale of the 2025-26 TRANS will be used to provide sufficient cash resources to meet the County's cash flow requirements in FY 2025-26.							
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The County traditionally issues the TRANS as a single series of fixed-rate notes with a one-year final maturity in order to reduce the need for internal borrowing and to ensure the County's cash flow requirements for FY 2025-26 is sufficient. This borrowing program is necessary given that the County receives certain revenues, such as property taxes, on an uneven basis throughout the fiscal year.							
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:							
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:							
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>Elizabeth Buenrostro Ginsberg, Treasurer and Tax Collector, (213) 974-0703, <a href="mailto:eginsberg@ttc.lacounty.gov">eginsberg@ttc.lacounty.gov</a></li> <li>Lisa Proft, Assistant Treasurer and Tax Collector, (213) 974-0418, <a href="mailto:lproft@ttc.lacounty.gov">lproft@ttc.lacounty.gov</a></li> <li>Teresa Gee, Chief Public Finance Officer, (213) 974-8359, <a href="mailto:tgee@ttc.lacounty.gov">tgee@ttc.lacounty.gov</a></li> </ul>							





**ELIZABETH BUENROSTRO GINSBERG**  
TREASURER AND TAX COLLECTOR

## **COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 437  
Los Angeles, California 90012  
Telephone: (213) 974-2101 Fax: (213) 626-1812  
ttc.lacounty.gov and propertytax.lacounty.gov

Board of Supervisors

**HILDA L. SOLIS**  
First District

**HOLLY J. MITCHELL**  
Second District

**LINDSEY P. HORVATH**  
Third District

**JANICE HAHN**  
Fourth District

**KATHRYN BARGER**  
Fifth District

May 20, 2025

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:

### **ISSUANCE AND SALE OF 2025-26 TAX AND REVENUE ANTICIPATION NOTES (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The Treasurer and Tax Collector is requesting authorization to issue Tax and Revenue Anticipation Notes (TRANS) to meet the Fiscal Year (FY) 2025-26 cash flow needs of the County General Fund. This short-term borrowing program enables the County to manage the funding of its expenditures and to reduce the need for internal borrowing. We are requesting a maximum authorization for the 2025-26 TRANS in a principal amount not to exceed [\$1,000,000,000].

#### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt the attached Resolution authorizing the issuance and sale of the 2025-26 TRANS in an aggregate principal amount not to exceed [\$1,000,000,000].

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Adoption of the attached Resolution will authorize the issuance of the 2025-26 TRANS and the execution and delivery of all related financing documents. Each year since 1977, the County has issued tax-exempt TRANS in connection with its cash management program for the upcoming fiscal year. This borrowing program is necessary given that the County receives certain revenues, such as property taxes, on an uneven basis throughout the fiscal year. The proceeds generated from the issuance of TRANS are maintained in a separate fund by the Auditor-Controller and utilized on a

periodic basis to meet the cash flow needs of the County General Fund. Issuance of the 2025-26 TRANS will reduce the County's need for internal borrowing during the upcoming fiscal year and provide sufficient cash resources to meet the County's cash flow requirements in FY 2025-26.

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

The recommended action supports County North Star 3: Realize tomorrow's government today; Focus Area Goal G – Internal Controls and Processes; Strategy 2 – Manage and Maximize County Assets.

### **FISCAL IMPACT/FINANCING**

The borrowing cost of the 2025-26 TRANS will depend on market conditions on the date of the sale. The attached Resolution provides that the true interest cost of the TRANS shall not exceed six percent (6%). However, based on current market conditions, the actual cost of borrowing is expected to be lower and may result in a true interest cost of approximately four percent (4%).

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

The County traditionally issues the TRANS as a single series of fixed-rate notes with a one-year final maturity. However, in order to provide the County with maximum flexibility to respond to changing market conditions, the attached Resolution provides the flexibility to issue the 2025-26 TRANS in multiple series with different maturity dates that will not exceed 15 months. The 2025-26 TRANS will be structured to achieve the lowest cost of borrowing available to the County in the municipal note market on the day of pricing, which is currently scheduled for early June 2025. Proceeds from the sale of the 2025-26 TRANS are expected to be available to the County on July 1, 2025.

Consistent with the County's historical practice, the Treasurer and Tax Collector is recommending a negotiated sale of the 2025-26 TRANS. Based on the results of a competitive solicitation process, Raymond James was selected as the lead senior managing underwriter, with J.P. Morgan appointed to serve as the co-senior manager. Up to four co-managers will be added to the underwriting syndicate for the 2025-26 TRANS prior to the pricing date. County Counsel has selected Orrick, Herrington & Sutcliffe and Hawkins Delafield & Wood to serve as note counsel and disclosure counsel, respectively, for this transaction.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The 2025-26 TRANS are issued as part of a cash management program, which has no direct impact on current services.

## **CONCLUSION**

Upon approval of the attached Resolution, it is requested that the Executive Officer-Clerk of the Board of Supervisors return two originally executed copies of the adopted Resolution to the Treasurer and Tax Collector (Office of Public Finance).

Respectfully submitted,

ELIZABETH BUENROSTRO GINSBERG  
Treasurer and Tax Collector

EBG:LP:TG:JP:PP:ad  
doc/2025-26 TRANs BL\_052025

## **Attachment**

c: Chief Executive Officer  
Executive Officer, Board of Supervisors  
Auditor-Controller  
County Counsel  
Orrick, Herrington & Sutcliffe  
Hawkins Delafield & Wood  
Raymond James  
J.P. Morgan

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025	
<b>BOARD MEETING DATE</b>	5/20/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Treasurer and Tax Collector	
<b>SUBJECT</b>	Los Angeles County Capital Asset Leasing Corporation Lease Revenue Bonds	
<b>PROGRAM</b>	N/A	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
<b>DEADLINES/ TIME CONSTRAINTS</b>	None	
<b>COST &amp; FUNDING</b>	Total cost: \$ N/A    Funding source: N/A TERMS (if applicable): N/A Explanation: N/A	
<b>PURPOSE OF REQUEST</b>	Adopt the Resolution authorizing the County to lease certain equipment from the Los Angeles County Capital Leasing Corporation (Corporation), and to execute a Lease Agreement and certain other related documents to support the issuance and sale of the Corporation's Lease Revenue Bonds, 2025 Series A in an aggregate principal amount not to exceed \$25,000,000.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The BANs are issued as the initial financing vehicle for the Corporation Equipment Program and are purchased as an investment by the County Treasury Pool. It has been the Board's practice to authorize the redemption of outstanding BANs prior to final maturity through the issuance of tax-exempt lease revenue bonds by the Corporation through a public offering to the capital markets.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Elizabeth Buenrostro Ginsberg, Treasurer and Tax Collector, (213) 974-2101, <a href="mailto:eginsberg@ttc.lacounty.gov">eginsberg@ttc.lacounty.gov</a> . Lisa Proft, Chief Deputy Treasurer and Tax Collector, (213) 974-0418, <a href="mailto:lproft@ttc.lacounty.gov">lproft@ttc.lacounty.gov</a> . Teresa Gee, Chief Public Finance Officer, (213) 974-8359, <a href="mailto:tgee@ttc.lacounty.gov">tgee@ttc.lacounty.gov</a> .	



**ELIZABETH BUENROSTRO GINSBERG**  
TREASURER AND TAX COLLECTOR

## **COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 437  
Los Angeles, California 90012  
Telephone: (213) 974-2101 Fax: (213) 626-1812  
ttc.lacounty.gov and propertytax.lacounty.gov

### **Board of Supervisors**

**HILDA L. SOLIS**  
First District

**HOLLY J. MITCHELL**  
Second District

**LINDSEY P. HORVATH**  
Third District

**JANICE HAHN**  
Fourth District

**KATHRYN BARGER**  
Fifth District

May 20, 2025

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:

### **ISSUANCE AND SALE OF LOS ANGELES COUNTY CAPITAL ASSET LEASING CORPORATION LEASE REVENUE BONDS, 2025 SERIES A (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The Los Angeles County Capital Asset Leasing Corporation (Corporation), a California nonprofit public benefit corporation, previously issued Bond Anticipation Notes (BANs) to provide the initial financing for the purchase of equipment for participating Departments of Los Angeles County (County). The Corporation is requesting the Board of Supervisors (Board) approve a Lease Agreement with the Corporation and certain other related documents to provide the necessary funding from the County to support the issuance of the Corporation's Lease Revenue Bonds, 2025 Series A (Bonds), the proceeds of which will be used to pay off the outstanding BANs.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Adopt the Resolution authorizing the County to lease certain equipment from the Corporation, and to execute a Lease Agreement and certain other related documents to support the issuance and sale of the Bonds in an aggregate principal amount not to exceed \$25,000,000.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Corporation Equipment Program (Equipment Program) has been in place for over 35 years, and has provided a cost-effective method for the County to finance the

purchase of equipment. The BANs are issued as the initial financing vehicle for the Equipment Program and are purchased as an investment by the County Treasury Pool. It has been the Board's practice to authorize the redemption of outstanding BANs prior to final maturity through the issuance of tax-exempt lease revenue bonds by the Corporation through a public offering to the capital markets.

The issuance of the Bonds was approved by the Corporation's Board of Directors on April 16, 2025. Under the terms of the Lease Agreement in connection with the Bonds, the Corporation will lease the equipment to the County, with the repayment of the Bonds secured by monthly base rental payments from the participating County departments. The proceeds generated from the issuance of the Bonds, when combined with a cash contribution from base rental payments collected from County departments, will be applied towards the redemption of \$25,000,000 of outstanding BANs and the costs of issuing the Bonds.

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

The recommended action supports North Star 3: Realize tomorrow's government today. Focus Area Goal G – Internal Controls and Processes; Strategies 2 – Manage and Maximize County Assets.

### **FISCAL IMPACT/FINANCING**

The appropriations for the base rental payments from County departments related to the Equipment Program are included in the Budget on an annual basis. There will be no additional fiscal impact to the County Budget.

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

The Bonds will be issued as fixed-rated obligations with a maximum true interest cost not to exceed six percent (6%), and a final maturity not to exceed five years. The principal amount of the Bonds will not exceed the maximum authorization of \$25,000,000.

Consistent with previous bond transactions for the Equipment Program, the Treasurer and Tax Collector recommends a competitive offering process for the sale of the Bonds. The basic structure and terms of this financing, and the market's familiarity with the Equipment Program, support this recommendation. The Treasurer and Tax Collector will award the Bonds based upon the lowest interest cost bid received from qualified investors. However, given the current volatility and disruption in the financial markets caused by the trade tariffs, the attached Resolution provides the County with flexibility to issue the Bonds through a negotiated sale, if necessary to complete the transaction.

Public Resources Advisory Group has been selected as the municipal advisor for this transaction, and Hawkins Delafield & Wood LLP has been selected by County Counsel to serve as bond counsel and disclosure counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There is no impact on current services or projects.

**CONCLUSION**

Upon approval, it is requested that the Executive Officer-Clerk of the Board of Supervisors return two originally executed copies of the adopted resolution to the Treasurer and Tax Collector (Office of Public Finance).

Respectfully submitted,

ELIZABETH BUENROSTRO GINSBERG  
Treasurer and Tax Collector

EBG:LP:TG:JP:JW:ad  
doc/LACCAL Lease Rev Bonds, 2025 SerA\_BL\_052025

Enclosure

c: Chief Executive Officer  
Executive Officer, Board of Supervisors  
Auditor-Controller  
County Counsel

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025		
<b>BOARD MEETING DATE</b>	5/20/2025		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>		
<b>DEPARTMENT(S)</b>	Executive Office of the Board of Supervisors (Executive Office)		
<b>SUBJECT</b>	Authorize the Executive Officer of the Board of Supervisors (Executive Officer) to execute a Master Agreement Work Order (MAWO) utilizing the Department of Public Health's (DPH) Community Engagement and Related Services Master Agreement.		
<b>PROGRAM</b>	The Human Relations Commission (HRC), LA vs Hate Initiative		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:		
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>		
<b>DEADLINES/ TIME CONSTRAINTS</b>	The current services are set to expire on May 31, 2025. To prevent a lapse in service, the new Work Order must be executed so there is no disruption of services for the community.		
<b>COST &amp; FUNDING</b>	Total cost: \$715,000.00		Funding source: Measure B
	TERMS (if applicable): The term of this MAWO is effective on the date of execution through May 31, 2026, with the provision of four (4) additional one-year terms through May 31, 2030.		
	Explanation: N/A		
<b>PURPOSE OF REQUEST</b>	Approval and authority to execute a MAWO utilizing the Department of Public Health's (DPH) Community Engagement and Related Services Master Agreement to address the rising trend in hate crimes and mitigate further hate-related offenses by creating a collaborative LA vs Hate Rapid Response Network (RRN) Agencies, comprised of community organizations for the LA vs Hate RRN.		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<ul style="list-style-type: none"> <li>Total number of contractors – 1</li> <li>AAPI Equity Alliance shall address the interracial and interethnic tensions that can develop in communities, by engaging communities and community agencies to seek ways to unite County communities against hate crimes, hate acts, and bias-motivated hostility. The services will consist of case management/support for identified hate cases and community-wide impact activities to combat rising hate crimes, as well as prevention strategies, such as organizing special events, workshops, panels, tool kits, resources, or general community outreach/education.</li> </ul>		
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: This MAWO shall support the Board priority of Anti-Racism by ensuring HRC's ability to respond and prevent racial hate crimes, and by building the capacity of available community partners who serve communities most affected by hate crimes and incidents, which in our county have been mostly based on racial bias.		
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Robin Toma, Executive Director, HRC, (213) 639-6089, <a href="mailto:rtoma@hrc.lacounty.gov">rtoma@hrc.lacounty.gov</a> Susan Huff, Administrative Deputy, (213) 893-2509, <a href="mailto:shuff@bos.lacounty.gov">shuff@bos.lacounty.gov</a>		



**EXECUTIVE OFFICE**



**BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES**

**EDWARD YEN**  
EXECUTIVE OFFICER

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

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • [www.bos.lacounty.gov](http://www.bos.lacounty.gov)

**MEMBERS OF THE BOARD**

HILDA L. SOLIS

HOLLY J. MITCHELL

LINDSEY P. HORVATH

JANICE HAHN

KATHRYN BARGER

May 20, 2025

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:

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

**SUBJECT**

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

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Executive Officer, or designee, to execute a MAWO with AAPI Equity Alliance in the amount of \$715,000, using DPH's Community Engagement and Related Services Master Agreement, in a format substantially similar to the sample MAWO provided in Attachment I, which has been approved as to form by County Counsel.

2. Delegate authority to the Executive Officer, or designee, to approve and execute amendments to the MAWO to extend the term of the MAWO, increase or decrease funds based on availability of funding, with increases not to exceed 10% of the maximum contract amount, modify the type of work to be completed, and/or update the Statement of Work, as needed, and are consistent with the original intent of the agreement, conform to any Board-ordered or otherwise mandatory contract provisions, and have been approved as to form by County Counsel.
3. Delegate authority to the Executive Officer, or designee, to terminate the MAWO for convenience, when such action is deemed by the Executive Office of the Board of Supervisors, in its sole discretion, to be in the County's best interest.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

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

The availability of qualified contractors that have been pre-approved by DPH to provide community engagement services has assisted HRC in finding the most qualified contractor within a reasonable time frame. The alarming rise of hate crimes in recent years, both at the national and local level, requires an elevated need for contractors that have demonstrated relevant experience and capacity to provide community engagement and related services. To combat the rise of hate crimes and protect vulnerable communities, the Board directed HRC to create and launch a multi-year public outreach anti-hate campaign, which led to the commission's creation and implementation of the LA vs Hate Anti-Hate Initiative. The LA vs Hate program strives to prevent the hate violence that has been reported to be experienced at historic levels by our communities, by engaging communities and community-serving organizations, which include but are not limited to community non-profits, schools, law enforcement agencies, faith organizations, the County's 88 cities, the LA Chamber of Commerce, and entertainment and sports celebrities, to seek ways to unite County communities

against hate crimes and acts of bias-motivated hostility and discrimination. Strategies include community engagement/education on creating neighborhoods visibly united against hate, bystander training to stop hate, outreach about accessing services for hate victims, coalition building to prevent and respond effectively to hate acts, hate victim support and services that include civil rights remedies and individual and community healing from the trauma of hate.

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

On September 13, 2022, the Board allocated \$1,045,000 to HRC in Measure B funding to support trauma and injury prevention activities for the LA vs Hate program. To utilize Measure B funds, HRC re-solicited for the existing anti-hate services to continue the program's purposes and goals which is currently provided by the existing Work Order. HRC employed DPH's Community Engagement and Related Services Master Agreement to issue a Work Order Solicitation (WOS). These services will enable the County to build community capacity, partnership, and coordination to counter the rising trend in hate crimes and prevent hate-motivated violence by strengthening the collaborative LA vs Hate Rapid Response Network (RRN), comprised of nonprofit agencies serving people most affected by hate crimes in LA County, as indicated by the HRC's analyses on reported hate crimes and hate incidents. Under the MAWO, LA vs Hate RRN agencies will engage communities and people hurt by hate acts, provide case management/support for identified cases, carry out community-wide impact activities, and develop prevention strategies, resources and tools to counter rising hate crimes, through such activities as special outreach and arts-based events, community workshops, educational panels, and internet/social media tactics.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS:**

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

respond rapidly to hate acts, providing support to victims of hate, and showing solidarity among communities most targeted for hate and their allies.

### **FISCAL IMPACT/FINANCING:**

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

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

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

Furthermore, on July 17, 2018, the Board unanimously passed a motion by Supervisors Hilda Solis and Sheila Kuehl to protect vulnerable communities in Los Angeles County from hate crime, including the creation of the anti-hate campaign, which was later named LA vs Hate. To effectively carry out the objectives of the motion and several later related Board actions, HRC has utilized DPH's Community Engagement and Related Services Master Agreement to issue a WOS. Currently, the services are being provided through a Work Order for Social Enterprise Employment and Training Program Master Agreement, which is set to expire on May 31, 2025.

### **CONTRACTING PROCESS**

On November 1, 2024, the EO released the WOS to all qualified contractors with an active Master Agreement under DPH's Community Engagement and Related Services Master Agreement. Two Addendums were sent to all qualified contractors to clarify the WOS requirements and allow additional time to submit a Proposal. Contractors were given the opportunity to submit a Proposal on or before December 16, 2024. Consequently, a total of four (4) contractors submitted Proposals in response to the WOS. The Proposals were reviewed by the EO to validate the minimum requirements

The Honorable Board of Supervisors  
5/20/2025  
Page 5

of the WOS were met. The four Proposals were then evaluated by an Evaluation Committee, which met on January 15, 2025. Once the evaluations were completed, the scores were mathematically averaged to determine the most qualified contractor, which resulted in the selection of AAPI Equity Alliance. On March 17<sup>th</sup> and 18<sup>th</sup>, the EO received Debriefing requests from two non-selected Proposers, Inner City Visions and Special Services for Groups. Debriefings were conducted on April 2<sup>nd</sup> and April 9<sup>th</sup>. Non-selected Proposers were given three business days to inform the EO of their intent to submit a Protest; however, no Protests were received.

**IMPACT ON CURRENT SERVICES:**

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

Respectfully submitted,

Edward Yen  
Executive Officer

EY:sp

Enclosures

C: Chief Executive Officer  
County Counsel

## ATTACHMENT F

Master Agreement Number: PH-00xxxx

Work Order Number: NO. EO-24-01

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

**AAPI EQUITY ALLIANCE**

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

### RECITALS

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

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

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

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

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

#### 1.0 APPLICABLE DOCUMENTS

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

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

**Standard Attachments:**

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

**Forms Required for Each Work Order Before Work Begins**

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

**Unique Attachments:**

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

**2.0 WORK**

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

**3.0 TERM OF MASTER AGREEMENT WORK ORDER**

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

**4.0 MAWO BUDGET**

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

**5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY**

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

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

## **6.0 FUNDING SOURCE**

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

## **7.0 MAXIMUM TOTAL COST AND PAYMENT**

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

### **Insert below if the MAWO has multiple periods/budgets**

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

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

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

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

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



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

## **8.0 INVOICE AND PAYMENTS**

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

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

### **Cost Reimbursement:**

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

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

## **9.0 CONFLICT OF INTEREST**

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

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

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

## **10.0 MANDATORY COMPLETION DATE**

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

## **11.0 SERVICES**

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

/

/

/

/

/

/

/

/

/

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

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

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Edward Yen  
Executive Officer

\_\_\_\_\_  
AAPI Equity Alliance  
CONTRACTOR

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title: \_\_\_\_\_

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

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By: \_\_\_\_\_  
Contracts and Grants Division  
Management

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

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

**COUNTY'S PROJECT MANAGER:**

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

**INVOICES TO BE SUBMITTED TO:**

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

**CONTRACTOR'S ADMINISTRATION**

CONTRACTOR'S NAME: \_\_\_\_\_

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

**CONTRACTOR'S PROJECT DIRECTOR:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**CONTRACTOR'S AUTHORIZED OFFICIAL(S):**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**NOTICES TO CONTRACTOR:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**ATTACHMENT A**

**STATEMENT OF WORK**

**FOR**

**COUNTY OF LOS ANGELES**

**EXECUTIVE OFFICE**

**OF THE BOARD OF SUPERVISORS**

**LA VS HATE**

**RAPID RESPONSE NETWORK PROJECT**

**CES-WOS: NO. EO-24-01**

## TABLE OF CONTENTS

<b><u>PARAGRAPH</u></b>	<b><u>PAGE</u></b>
<b>1.0 INTRODUCTION.....</b>	<b>1</b>
<b>2.0 ADDITION AND/OR DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS .....</b>	<b>1</b>
<b>3.0 QUALITY ASSURANCE PLAN .....</b>	<b>2</b>
<b>4.0 INTENTIONALLY OMITTED .....</b>	<b>3</b>
<b>5.0 RESPONSIBILITIES .....</b>	<b>3</b>
<b>6.0 HOURS/DAY OF WORK .....</b>	<b>10</b>
<b>7.0 WORK SCHEDULES.....</b>	<b>10</b>
<b>8.0 SPECIFIC WORK REQUIREMENTS.....</b>	<b>11</b>
<b>9.0 PERFORMANCE REQUIREMENTS SUMMARY .....</b>	<b>24</b>

## STATEMENT OF WORK ATTACHMENTS

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

# STATEMENT OF WORK (SOW)

## 1.0 INTRODUCTION

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

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

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

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

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

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

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

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



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

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

### **3.0 QUALITY ASSURANCE PLAN**

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

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

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

### **3.3 County Observations**

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

## **4.0 INTENTIONALLY OMITTED**

## **5.0 RESPONSIBILITIES**

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

### **COUNTY**

#### **5.1 Personnel**

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

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

## **CONTRACTOR**

### **5.2 Contractor's Personnel**

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

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

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

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

5.2.6.4 Responsibilities, Experience, and Qualifications

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

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

### **5.2.7 Accounting Staff**

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

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

## **5.3 Volunteers**

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

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

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

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

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

## **5.4 Identification Badges**

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

## **5.5 Materials and Equipment**

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

## **5.6 Training**

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

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

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

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

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

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

**5.6.9.1 Care Coordination Data Base Training**

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

**5.6.9.2 Cultural Sensitivity Trainings**

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

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

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

#### 5.6.9.3 Multilingual and Multicultural Capabilities of Contractor Staff

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



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

#### 5.6.9.4 Bystander Training Requirement

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

## 6.0 HOURS/DAY OF WORK

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

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

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

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

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

## **7.0 WORK SCHEDULES**

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

## **8.0 SPECIFIC WORK REQUIREMENTS**

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

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

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

## **8.2 Community Capacity Building**

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

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

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

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

### **8.3 Countywide System For Reporting Acts of Hate**

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

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

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

## **8.4 Collaborations Support**

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

## **8.5 General Reporting Requirements**

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

## **8.6 Outreach Reporting Requirement**

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

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

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

## **8.7 Case Management System and Database**

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

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

8.7.2.1 Victim's information;

8.7.2.2 Demographics of victims and;

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

8.7.2.4 Types of services and resources requested by victims; and

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

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

## **8.8 LA vs Hate RRN Agencies' Requirements**

### **8.8.1 Reimbursement**

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

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

### **8.8.2 Reporting**

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

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



Outside Evaluator on or before the 15<sup>th</sup> day of the month following the quarter.

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

### **8.8.3 Proposal**

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

#### **8.8.3.1 Allowable Costs:**

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

### **8.8.4 Outreach Material**

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

#### **8.8.5 Administrative Requirements**

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

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

### **8.8.6 Anti-Hate Services and Activities Requirements**

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

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

### **8.8.7 Outreach and Education Requirements**

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

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

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

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

## **8.8.8 Presentations at Events**

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

## **8.8.9 Direct Case Management/Navigation for Victims of Hate**

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

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

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

#### **8.8.10 Special Event Developed in Response to a Specific Hate Incident**

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

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

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

#### **8.8.11 Capacity Building or Training to Groups**

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

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

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

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

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

## **9.0 PERFORMANCE REQUIREMENTS SUMMARY**

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

# LA VS HATE RAPID RESPONSE NETWORK PROJECT

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

## ATTACHMENTS

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



### PERFORMANCE REQUIREMENTS SUMMARY CHART

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

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

#### 1. Victim & Community Services

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

			<ul style="list-style-type: none"> <li>• Number of interventions provided</li> <li>• Estimate of attendees or victims served</li> </ul>
--	--	--	---

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

			not be billed at higher than 5% of total Subcontract Amount per year maximum)
--	--	--	---

## 2. Prevention & Response to Hate – Community Capacity Building

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

	<ul style="list-style-type: none"> <li>▪ Response Strategy provided: (Numeric)</li> <li>▪ Minimum Qualitative documentation to be reported as part of Program Report Narrative to ensure Goals/Objectives are met.</li> </ul>		Network agencies staff in LA vs Hate program
Jan. 2025 – Dec. 2025	<p>2. Crisis Response To Hate Acts</p> <p>To provide Capacity Building activities for strengthening Network Response in communities impacted by hate violence Contractor and RRN agency staff will provide effective collaborative strategies for working in crisis response situations by providing education on both collaborative building strategies, and crisis response. These preventative crisis response services shall document:</p> <ul style="list-style-type: none"> <li>▪ Number of people trained in community collaborative strategies to support and work with victims of hate.</li> </ul>	<p>Minimum quantitative and qualitative factors to be reported as part of Invoice Narrative:</p> <ol style="list-style-type: none"> <li>1. Organize capacity building events.</li> <li>2. Help grass roots networks build their capacity to organize events.</li> <li>3. Provide outreach for events.</li> <li>4. Convene organizational meetings to assist grass roots organizations or assist cities to organize official human relations bodies.</li> <li>5. Provide youth leadership workshops to build human relations and intergroup skills.</li> </ol>	<p>Number and regions where Partners have established regional or city human relations committees, commissions or provided technical assistance, support to other grass roots organizations. Program Report should include:</p> <ul style="list-style-type: none"> <li>▪ Number of organizations and County departments participating in Partners' Network events.</li> <li>▪ Number of LA vs Hate Rapid Response Network partner staff deployed to assist city, regional, grassroots events to respond to hate.</li> <li>▪ Number of partner agencies providing program work in equity areas served based on 211-LA hate violence map</li> <li>▪ Number of human relations committees, agencies, bodies organized and/or operating in collaboration with LA vs Hate.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Number of civic human relations, grass roots organizations service who are recruited and who sign onto a Network for Capacity Building Information Sharing events.</li> <li>▪ To provide effective Rapid Crisis Response to acts of hate, Contractor staff and RRN agency staff will ensure there is a rapid, initial and effective Response to Victims, or to the Community Impacted by Hate Violence:</li> <li>▪ Contractor staff and RRN staff will provide appropriate crisis response to residents or communities impacted by hate violence by providing options such as: <ul style="list-style-type: none"> <li>▪ Assist with organizing community-led collaborative approaches to healing from hate violence, whether solidarity</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ Number of school, city or other agency's staff or youth trained or assisted by Network agencies staff in LA vs Hate program.</li> <li>▪ Staff hours spent on this activity.</li> </ul>
--	---	--	---

	<p>event; art or cultural event.</p> <ul style="list-style-type: none"> <li>▪ Monitor the number of residents impacted by collaborative approach, for example: estimate of attendees at solidarity event; art or cultural intervention event.</li> <li>▪ Provide post-event surveys to track whether event was effective in building community solidarity or feelings of healing and inclusion</li> <li>▪ Deploy, train, monitor the number of RRN staff who directly serve victims in crisis response situations including: <ul style="list-style-type: none"> <li>▪ Monitor number of victims served – (please record information in invoice): <ul style="list-style-type: none"> <li>○ Race/ Ethnicity/ Nationality</li> <li>○ Religion</li> </ul> </li> </ul> </li> </ul>		
--	---	--	--

	<ul style="list-style-type: none"><li>○ Type of bias motivated behavior: (Numeric)</li><li>○ Number of appropriate Resources or Response Strategies obtained by victims moving toward healing. Record such information in Program Report.</li><li>○ Number of hours staff spent per month providing this Crisis Response Level.</li></ul>		
--	---	--	--

### QUARTERLY PROGRESS/OUTCOME REPORT

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

#### 1. Community Outreach Progress Form

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



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

## 2. Prevention & Response to Hate – Capacity Building

Goals/Objectives	Performance Measures	Quarterly Program Report Documentation should include the following:
------------------	----------------------	--

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

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

<p>agencies shall demonstrate the following:</p> <ul style="list-style-type: none"><li>▪ Provision of appropriate crisis response to residents or communities impacted by hate violence.</li><li>▪ Assistance with organizing community-led collaborative approaches to healing from hate violence, whether solidarity event; art or cultural event.</li><li>▪ Monitoring the number of residents impacted by collaborative approach, for example: estimate of attendees at solidarity event; art or cultural intervention event.</li><li>▪ Providing residents, other agency staff, city officials who RRN agency staff have worked with post-event surveys to track whether these events were effective in building community</li></ul>		
---	--	--

<p>solidarity or feelings of healing and inclusion.</p> <ul style="list-style-type: none"><li>▪ Deploying, training, monitoring the number of RRN partner staff who serve victims in crisis response.</li><li>• Monitoring number of victims served: (Please record information in invoice:)<ul style="list-style-type: none"><li>▪ -Race/ Ethnicity/ Nationality</li><li>▪ Religion</li><li>▪ Type of bias motivated behavior (Numeric)</li><li>▪ Number of appropriate Resources or Response Strategies obtained by victims moving toward healing. Record such information in Program Report</li><li>▪ Number of hours staff spent per month providing this Crisis Response Level.</li></ul></li></ul>		
--	--	--

### Outreach Activity Reporting Form

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

#### 1. Community Outreach

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

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

## 2. Prevention & Response to Hate – Capacity Building

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



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

<p>Response to Victims, or to the Community Impacted by Hate Violence.</p> <ul style="list-style-type: none"> <li>• Providing appropriate crisis response to residents or communities impacted by hate violence.</li> <li>• Assisting with organizing community-led collaborative approaches to healing from hate violence, whether solidarity event; art or cultural event.</li> <li>• Monitoring the number of residents impacted by collaborative approach, for example: estimate of attendees at solidarity event; art or cultural intervention event.</li> <li>• Providing post-event surveys to local residents, officials, agency staff who RRN agency staff worked with to track whether event was effective in building community solidarity or feelings of healing and inclusion.</li> <li>• Deploying, training, monitoring the number of LA vs Hate Rapid Response Network partner staff who</li> </ul>		
---	--	--

<p>serve victims in crisis response.</p> <ul style="list-style-type: none"><li>• Monitoring number of victims served. (Please record information in invoice):<ul style="list-style-type: none"><li>○ Race/ Ethnicity/ Nationality</li><li>○ Religion</li><li>○ Type of bias motivated behavior: (Numeric)</li><li>○ Number of appropriate Resources or Response Strategies obtained by victims moving toward healing. Record such information in Program Report.</li><li>○ Number of hours staff spent per month providing this Crisis Response Level</li></ul></li></ul>		
---	--	--

**COMMUNITY ENGAGEMENT AND RELATED SERVICES  
MASTER AGREEMENT WORK ORDER**

**CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

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

AAPI Equity Alliance

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

**GENERAL INFORMATION:**

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

**CONTRACTOR ACKNOWLEDGEMENT:**

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

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

**CONFIDENTIALITY AGREEMENT:**

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

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

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

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

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

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

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





## Contribution Declaration Form

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

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

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

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

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

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





# Contribution Declaration Form

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

## A. COMPANY OR APPLICANT INFORMATION

### 1) Declarant Company or Applicant Name:

AAPL Equity Alliance

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

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

Asian Pacific Policy and Planning Council

[IF A COMPANY, ANSWER Qs 2 - 3]

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

a) Parent(s):

N/A

b) Subsidiaries:

N/A

c) Related Business Entities:

N/A

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

N/A





## Contribution Declaration Form

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

N/A

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

N/A

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

N/A

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

N/A





## Contribution Declaration Form

### B. CONTRIBUTIONS

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

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

\*Please attach an additional page, if necessary.

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

N/A

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

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

\*Please attach an additional page, if necessary.





## Contribution Declaration Form

### C. DECLARATION

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

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

### COMPANY BIDDERS OR APPLICANTS

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

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

Manjusha Kulkarni  
Signature

11/15/24  
Date





# Contribution Declaration Form

## APPLICANTS OR INDIVIDUAL BIDDERS

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

Margaret P. Kitz  
Signature

11/15/24  
Date

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	4/30/2025							
<b>BOARD MEETING DATE</b>	5/20/2025							
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>							
<b>DEPARTMENT(S)</b>	CEO							
<b>SUBJECT</b>	Fiscal Sponsor Agreement Amendment for Chief Executive Office and Southern California Grantmakers (SCG)							
<b>PROGRAM</b>	Center for Strategic Partnerships (Center)							
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why:							
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>							
<b>DEADLINES/ TIME CONSTRAINTS</b>	CEO current fiscal sponsor agreement with SCG ends on 06/30/25							
<b>COST &amp; FUNDING</b>	<table border="1"> <tr> <td>Total cost: \$</td><td>Funding source:</td></tr> <tr> <td colspan="2">TERMS (if applicable):</td></tr> <tr> <td colspan="2">Explanation:</td></tr> </table>		Total cost: \$	Funding source:	TERMS (if applicable):		Explanation:	
Total cost: \$	Funding source:							
TERMS (if applicable):								
Explanation:								
<b>PURPOSE OF REQUEST</b>	Amended Fiscal Sponsor agreement for CEO and Southern California Grantmakers							
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The current Fiscal Sponsor Agreement between the County and Southern California Grantmakers to support the Center for Strategic Partnerships is set to expire on June 30, 2025. The Center has continued to successfully build Joint Initiatives (project-based innovations) with the public and private sectors and has relied on SCG as its fiscal sponsor. The CEO now seeks authority to execute an Amendment to the current agreement to extend through June 30, 2028.							
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: The Center uses an equity lens for all of its work.							
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: The Center builds Joint Initiatives with the public and private sectors that support a number of the Board Priorities including: Child Protection, Health Integration, Homelessness, Justice Reform, Immigration							

<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Jacqueline Chun, Associate Director, Center for Strategic Partnerships, (213) 974-7302, jchun@ceo.lacounty.gov
----------------------------------	--





**COUNTY OF LOS ANGELES**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 973-1101 [ceo.lacounty.gov](http://ceo.lacounty.gov)

**CHIEF EXECUTIVE OFFICER**

Fesia A. Davenport

*"To Enrich Lives Through Effective and Caring Service"*

May 20, 2025

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:

**AMENDED FISCAL SPONSOR AGREEMENT FOR CHIEF EXECUTIVE OFFICE AND  
SOUTHERN CALIFORNIA GRANTMAKERS  
(ALL DISTRICT)  
(3 VOTES)**

**SUBJECT**

The Chief Executive Officer is requesting approval to execute Amendment Number Two (Amendment) to the existing fiscal sponsor agreement between the County of Los Angeles (County) and Southern California Grantmakers (SCG) for fiscal sponsorship services to support the Center for Strategic Partnerships (Center) through June 30, 2028, increase the minimum private sector contribution, and add an exhibit outlining operation and budget procedures.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Chief Executive Officer or her designee to amend the existing fiscal sponsor agreement slated to expire on June 30, 2025, to extend the agreement through June 30, 2028, increase the minimum private sector contribution, and add an exhibit outlining operation and budget procedures.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On October 6, 2015, in response to a report by the Blue-Ribbon Commission on Child Protection, the Board established the Center for Strategic Public-Private Partnerships (CSPPP) within the Executive Office of the Board/Office of Child Protection (OCP) as a three-year pilot half funded by the County and half funded by foundations through SCG. SCG and the County memorialized this joint funding commitment by entering into a Fiscal Sponsor Agreement executed February 25, 2016, designating SCG as the fiscal sponsor who would accept funds donated to fund the CSPPP and then spend them as directed by a County Representative (initially from the OCP, but later the Chief Executive Office (CEO). That agreement was amended on July 5, 2017, to extend its term to June 30, 2019.

The CCPPP helped to build joint initiatives (project-based innovations) between the County and the private sector. In addition to funding the CCPPP, many private sector partners donated funding to support specific joint initiatives within the County of interest to both sectors, and SCG served as a fiscal sponsor for many of these private sector investments in these joint initiatives.

The CEO, at the direction of the Board and working closely with SCG, conducted an analysis of the CCPPP's efforts and issued a report to the Board on July 25, 2018, finding that the CCPPP had been effective at helping the County and the private sector support vulnerable children and families, and recommended: 1) making the CCPPP a permanent part of County government within the CEO; 2) expanding its scope to include all six Board Directed Priorities; and, 3) changing its name to the Center. The report noted that SCG would continue to, on an as-needed basis, serve as a fiscal sponsor for joint initiatives and the Center and it also recommended maintaining a shared funding model between SCG and the County.

On September 18, 2018, the Board adopted the CEO's July 25, 2018, recommendations establishing the Center within the CEO, renaming it the Center, directing the CEO to establish a new funding agreement with SCG, and engage in a review every three years of the funding model and contribution rates.

On June 24, 2022, the County and SCG entered into a new Fiscal Sponsor Agreement for a three-year term, continuing the joint funding model whereby the County funds salaries and benefits, as well as office space, utilities, and necessary work implements for individuals who will be employed by the County on or after July 1, 2022, and assigned to the Center within the CEO, at a cost of \$993,200 for the first fiscal year of operation and increasing through scheduled increases and the private sector funds other operational support through SCG, including fiscal agent compensation, consultants, engagement, communications, and ad hoc projects at the minimum amount of \$759,000 per County fiscal year.

The current funding agreement is set to expire on June 30, 2025. The funding model was reviewed and compensation rates were adjusted whereby the County continues to fund salaries and benefits, as well as office space, utilities, and necessary work implements for

individuals who are employed by the County at a cost of \$1,126,000 for Fiscal Year (FY) 2024-25 which amount will rise through scheduled increases and any staffing changes, and the private sector will continue to fund other operational support through SCG, at a minimum of \$915,000 per County fiscal year.

The CEO now seeks authority to execute the Amendment to the current Agreement to extend it through June 30, 2028. The CEO also seeks authority to increase the minimum private sector contribution, incorporate the procedures for approving a budget and expenditures for core operations and guidance on joint initiatives into the Agreement.

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

Approval of the recommended actions is consistent with the County's Strategic Plan North Star 3: Realize tomorrow's government today, Focus Area Goal G: Strengthen our internal controls and processes, while being cognizant of efficiency, to continue good stewardship of the public trust and fiscal responsibility.

### **FISCAL IMPACT/FINANCING**

The Center's full operating costs in FY 2024-25 including both County contributions and philanthropic contributions is a total of \$2.04 million. Philanthropy contributed \$915,000 through SCG to support consultants (\$455,000), back-office grant support (\$314,000), other costs (e.g. evaluation, anti-racist work, communications, convenings at \$146,000). The County's contribution of \$1,126,000 funded staffing costs. The cost to the County was paid by twelve County Departments {Aging and Disabilities (Aging), Arts and Culture, Children and Family Services (DCFS), Consumer and Business Affairs (DCBA), Economic Opportunities (DEO), Health Services (DHS), Justice Cares and Opportunities (JCOD), Mental Health (DMH), Probation, Public Health (DPH), Public Social Services (DPSS), and Youth Development (DYD)}. Since the original fiscal sponsor agreement was put in place, the Center has helped to secure over \$50 million in investments from philanthropy to support Board Directed Priorities.

The Center's operating costs for FY 2025-26 is currently projected to be \$2.04 million. Philanthropy is expected to contribute \$915,000 through SCG to support consultants (\$455,000), back-office grant support (\$314,000) and other costs (e.g. evaluation, anti-racist work, communications, convenings at \$146,000). The County is expected to contribute \$1,126,000 of this amount (as of FY 2025-26 Final Changes; this amount should increase due to the recent salary COLA negotiations and will be updated in FY 2025-26 Supplemental Changes) and will be paid by twelve County departments (Aging, Arts and Culture, DCFS, DCBA, DEO, DHS, JCOD, DMH, Probation, DPH, DPSS and DYD). This amount will be adjusted annually for salary COLAs, employee benefits, and any additional staffing needs.



The Honorable Board of Supervisors  
May 20, 2025  
Page 4

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The CEO does not have legal authority to execute the Amendment; Board approval is required.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of the recommended delegation of authority will enable the CEO to extend the fiscal sponsorship agreement with SCG to ensure the continuation of the successful public private partnerships and joint initiatives the Center is leading in collaboration with several County departments to support County children, youth and families.

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:JG  
KA:JC:ts

Enclosure

c: Executive Office, Board of Supervisors  
County Counsel

**AMENDMENT NUMBER TWO TO  
FISCAL SPONSOR AGREEMENT  
BETWEEN  
COUNTY OF LOS ANGELES  
AND  
SOUTHERN CALIFORNIA GRANTMAKERS**

Attachment I

This Amendment Number Two to the Fiscal Sponsor Agreement (Agreement) is made and entered into by and between the County of Los Angeles, a body corporate and politic and political subdivision of the State of California (County), acting by and through the Chief Executive Office (CEO), and Southern California Grantmakers, a California corporation (SCG or Fiscal Sponsor);

WHEREAS, the Center for Strategic Public Private Partnerships was launched as a pilot in April 2016 with funding from the County and SCG, which was memorialized by a Fiscal Sponsor Agreement executed February 25, 2016 that was then extended, by amendment on July 5, 2017 to extend the term to June 30, 2019;

WHEREAS, the Board of Supervisors (Board), by Board Motion on Sept 18, 2018, renamed the Center for Strategic Public Private Partnerships to the Center for Strategic Partnerships (Center), made it a permanent part of County government, moved it to the CEO and directed the CEO to establish a new funding agreement with SCG, the County and SCG entered a new Fiscal Sponsor Agreement on June 26, 2019 for a three-year term, continuing the joint funding model whereby the County funds salaries and benefits as well as office space, utilities, and necessary work implements for individuals who will be employed by the County, and the private sector funds other operational support including fiscal agent compensation, consultants, engagement, communications, and ad hoc projects in and through SCG;

WHEREAS, Amendment Number One, signed on June 25, 2022, extended the term of the Agreement to June 30, 2025 and adjusted compensation rates;

WHEREAS, the funding model was reviewed and compensation rates were adjusted whereby the County continues to fund salaries and benefits as well as office space, utilities, and necessary work implements for individuals who are employed by the County at a cost of \$1,126,000 for fiscal year 2025-26, which amount will rise through scheduled increases and any staffing changes, and the private sector will continue to fund other operational support through SCG at a minimum of \$915,000 per County fiscal year;

WHEREAS, the Center will continue to facilitate partnerships between the County and the private sector for systems changes within the County by funding services or good that are catalytic to and leverage County efforts to innovate and SCG will continue to, on an as-needed basis, serve as a fiscal sponsor;

WHEREAS, on May 20, 2025, the Board delegated authority to the Chief Executive Officer, or her designee, to execute this Amendment Number Two to the Agreement to extend the term through June 30, 2028 and to revise the compensation rates;

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the Parties agree as follows:

1. Section II TERMS AND SERVICES TO BE PROVIDED, subsection (a) shall be deleted in its entirety and replaces as follows:
  - a. Time of Performance  
The term of this Agreement shall commence on July 1, 2025, and shall expired on June 30, 2028. Said term is subject to the termination provision contained in this Agreement.
2. Section II, TERMS AND SERVICES TO BE PROVIDED, subsection (b) Definitions, within sub-section (2), the amount "\$650,000" shall be deleted and replaced with the amount "\$915,000".

All other terms of the Fiscal Sponsor Agreement remain in full force and effect.

IN WITNESS WHEREOF, the County and SCG have caused this Amendment Number Two to be executed by their duly authorized representatives as of the date signed by the County.

THE COUNTY OF LOS ANGELES

SOUTHERN CALIFORNIA GRANTMAKERS

By \_\_\_\_\_  
FESIA DAVENPORT  
Chief Executive Officer  
Chief Executive Office

By \_\_\_\_\_  
CHRISTINE ESSEL  
President & CEO  
Southern California Grantmakers

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

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

APPROVED AS TO FORM  
DAWYN R. HARRISON  
County Counsel

By \_\_\_\_\_  
DAVID BEAUDET  
Senior Deputy County Counsel

	Project	Funder	Amount	Date	Fiscal Year	Primary Public Partner	Primary (CSP is lead on project)
1	Conrad N. Hilton Foundation 2023 CSP Project Grant - One Roof Phase IV	Conrad N. Hilton Foundation	\$807,000.00	8/26/2023	FY23-24	DCFS	
2	Reissa Foundation 2023 CSP Project Grant - One Roof Phase 4	Reissa	\$25,000.00	2/14/2023	FY22-23	DCFS	
3	The California Endowment 2023 CSP Project Grant - Analyzing the State of Medical Debt	California Endowment	\$155,000.00	2/22/2023	FY22-23	DPH	
4	First 5 LA 2023 CSP Project Grant - Thriving Families Safer Children	First 5 LA	\$75,000.00	2/27/2023	FY22-23	DCFS	
5	Reissa Foundation 2023 CSP Project Grant - Love, Dad (Mental Health Workforce Development)	Reissa	\$36,600.00	3/10/2023	FY22-23	DCFS	
6	California Community Foundation 2023 CSP Project Grant - ARDILatino Homelessness	California Community Foundation	\$50,000.00	3/17/2023	FY22-23	ARDI	
7	The California Wellness Foundation 2023 CSP Project Grant - DPH / Health Care Harms	Cal Wellness	\$150,000.00	5/23/2023	FY22-23	DPH	
8	Specialty Family Foundation 2023 CSP Project Grant - One Roof Phase 4	Specialty Family Foundation	\$50,000.00	5/18/2023	FY22-23	DCFS	
9	Deutsch Foundation 2023 CSP Project Grant - One Roof Phase 4	Deutsch	\$50,000.00	4/13/2023	FY22-23	DCFS	
10	Reissa Foundation 2023 CSP Project Grant - DYD Community Engagement	Reissa	\$25,000.00	4/5/2023	FY22-23	DYD	
11	Pritzker Foster Care Initiative 2023 CSP Project Grant - DPSS TAY GROW / RightWay Pilot	Pritzker	\$75,000.00	4/21/2023	FY22-23	DPSS	
12	Cedars-Sinai 2023 CSP Project Grant - Youth Homelessness (YYA) Pooled Fund	Cedars Sinai	\$1,800,000.00	5/24/2023	FY22-23	Homeless Initiative (HI)	
13	Wells Fargo Foundation 2023 CSP Project Grant - LA Region Small Business Summit	Wells Fargo	\$30,000.00	5/30/2023	FY22-23	DEO	
14	Reissa Foundation 2023 CSP - Foster Youth Housing Finance Project / Good River	Reissa	\$100,000.00	5/17/2023	FY22-23	DCFS	
15	Microsoft 2023 CSP Project - 2023 Tech Week	Microsoft	\$50,000.00	5/31/2023	FY22-23	DEO	
16	Microsoft 2023 CSP Project - Microbusiness Digital Literacy and Skilling	Microsoft	\$125,000.00	5/31/2023	FY22-23	DEO	
17	First 5 LA 2023 CSP Project Grant - DHS SHARK Clinic Medi-Cal CHW Pilot	First 5 LA	\$50,000.00	5/24/2023	FY22-23	DHS	
18	The California Endowment 2023 CSP Project Grant - JCOD A Healing Space	California Endowment	\$20,000.00	7/5/2023	FY23-24	JCOD	
19	The Ahmanson Foundation 2023 CSP - Foster Youth Housing Finance Project / Good River	Ahmanson Foundation	\$100,000.00	7/10/2023	FY23-24	DCFS	
20	Conrad N. Hilton Foundation 2023 CSP Project Grant - DPSS TAY GROW / RightWay Pilot	Conrad N. Hilton Foundation	\$150,000.00	8/21/2023	FY23-24	DPSS	
21	Specialty Family Foundation 2023 CSP - Foster Youth Housing Finance Project / Good River	Specialty Family Foundation	\$100,000.00	5/16/2023	FY22-23	DCFS	
22	California Community Foundation 2023 CSP Project Grant - DCBA Tenant Protection Conference	California Community Foundation	\$5,000.00	6/22/2023	FY22-23	DCBA	
23	The Barry and Wendy Meyer Charitable Foundation 2023 CSP Project Grant - MSI	Barry and Wendy Meyer Charitable Foundation	\$25,000.00	6/22/2023	FY22-23	DCFS	
24	Conrad N. Hilton Foundation 2023 CSP Project Grant - DEO Youth@Work	Conrad N. Hilton Foundation	\$560,000.00	10/27/2023	FY23-24	DEO	
25	Stone Family Fund (Anonymous) 2023 CSP Project Grant - One Roof Phase IV	Stone Family Fund (Anonymous)	\$220,000.00	7/13/2023	FY23-24	DCFS	
26	Anthony & Jeanne Pritzker Family Foundation 2023 CSP Project Grant - BINTI for FFA's in LA County	Pritzker	\$50,000.00	8/8/2023	FY23-24	DCFS	
27	Weingart Foundation 2023 CSP Project Grant - MSI	Weingart	\$100,000.00	8/17/2023	FY23-24	DCFS	
28	Reissa Foundation 2023 CSP Project Grant - DYD Summit	Reissa	\$30,000.00	8/16/2023	FY23-24	DYD	
29	Anthony & Jeanne Pritzker Family Foundation 2023 CSP Project Grant - MSI	Pritzker	\$150,000.00	8/17/2023	FY23-24	DCFS	
30	The Ralph M. Parsons Foundation 2023 CSP - Learning from the Past: Children Planning Council Archive Project	The Ralph M. Parsons Foundation	\$15,000.00	8/17/2023	FY23-24	Executive Office	
31	The Ralph M. Parsons Foundation CSP - Foster Youth Housing Finance Project / Good River	The Ralph M. Parsons Foundation	\$20,000.00	8/17/2023	FY23-24	DCFS	
32	Specialty Family Foundation 2023 CSP Project Grant - One Roof LA Phase 4 - TAY Housing Table & Data Infrastructure	Specialty Family Foundation	\$80,000.00	8/24/2023	FY23-24	DCFS	
33	The California Wellness Foundation 2023 CSP Project Grant - LA County DYD Learning Experience	Cal Wellness	\$75,000.00	9/11/2023	FY23-24	DYD	
34	The Barry and Wendy Meyer Charitable Foundation 2023 CSP - Foster Youth Housing Finance Project / Good River	Barry and Wendy Meyer Charitable Foundation	\$50,000.00	7/25/2023	FY23-24	DCFS	
35	Wells Fargo Foundation 2023 CSP Project Grant - TAY Housing Action Table (One Roof)	Wells Fargo	\$25,000.00	9/25/2023	FY23-24	DCFS	
36	Wells Fargo Foundation 2023 CSP Project Grant - Foster Youth Housing Finance Project (Good River)	Wells Fargo	\$25,000.00	9/25/2023	FY23-24	DCFS	
37	WHH Foundation 2023 CSP - Foster Youth Housing Finance Project / Good River	WHH Foundation	\$50,000.00	12/18/2023	FY23-24	DCFS	
38	Eustace-Kwan Family Foundation CSP - Foster Youth Housing Finance Project / Good River	Eustace-Kwan Family Foundation	\$50,000.00	9/7/2023	FY23-24	DCFS	
39	Louis L. Borick Foundation 2023 CSP - Foster Youth Housing Finance Project / Good River	Louis L. Borick Foundation	\$15,000.00	11/13/2023	FY23-24	DCFS	
40	UniHealth Foundation 2024 CSP - Foster Youth Housing Finance Project / Good River	UniHealth Foundation	\$150,000.00	3/13/2024	FY23-24	DCFS	
41	W. M. Keck Foundation 2023 CSP - Learning from the Past: Children Planning Council Archive Project	W. M. Keck Foundation	\$7,500.00	9/21/2023	FY23-24	Executive Office	
42	Anthony & Jeanne Pritzker Family Foundation 2023 CSP Prevention and Promotion Systems Governing Committee	W. M. Keck Foundation	\$10,000.00	10/5/2023	FY23-24	Executive Office	
43	Roth Family Foundation 2023 CSP Project Grant - Foster Youth Housing Finance Project	Roth Family Foundation	\$25,000.00	10/3/2023	FY23-24	DCFS	
44	LA Care Health Plan 2023 CSP Project Grant - DPH Giving Thanks Event Sponsorship	LA Care Health Plan	\$12,500.00	10/25/2023	FY23-24	DPH	
45	The James Irvine Foundation 2023 CSP Project Grant - Benefits Access Reform and County of LA	The James Irvine Foundation	\$213,257.00	11/15/2023	FY23-24	DPSS/PAI	
46	The Carol & James Collins Foundation 2023 CSP - Learning from the Past	The Carol & James Collins Foundation	\$2,500.00	11/3/2023	FY23-24	Executive Office	
47	Specialty Family Foundation 2023 CSP Project Grant - MSI	Specialty Family Foundation	\$50,000.00	11/16/2023	FY23-24	DCFS	
48	California Community Foundation 2023 CSP Project Grant ARDI Latinx Homelessness	California Community Foundation	\$25,000.00	11/21/2023	FY23-24	ARDI	
49	Maura Pally 2023 CSP - Learning from the Past	Maura Pally	\$5,000.00	1/11/2024	FY23-24	Executive Office	
50	Mark Menning 2024 CSP - Foster Youth Housing Finance Project	Mark Menning	\$10,000.00	1/11/2024	FY23-24	DCFS	
51	Specialty Family Foundation 2024 CSP - LA County Prevention and Promotion Infrastructure	Specialty Family Foundation	\$5,000.00	2/8/2024	FY23-24	Executive Office	
52	The Reissa Foundation 2024 CSP - LA County Prevention and Promotion Infrastructure	Reissa	\$5,000.00	2/8/2024	FY23-24	Executive Office	
53	The Carol & James Collins Foundation 2024 CSP - LA County Prevention and Promotion Infrastructure	The Carol & James Collins Foundation	\$5,000.00	2/8/2024	FY23-24	Executive Office	
54	Cedars-Sinai 2024 CSP Homeless Initiative (HI) Conference	Cedars Sinai	\$5,000.00	3/25/2024	FY23-24	Homeless Initiative (HI)	
55	Conrad N. Hilton Foundation 2024 CSP - LA County Homelessness Initiative	Conrad N. Hilton Foundation	\$100,000.00	4/15/2024	FY23-24	Homeless Initiative (HI)	
56	The California Endowment 2024 CSP - Community Public Health Workforce	Cal Wellness	\$100,000.00	2/6/2024	FY23-24	DPH	
57	The California Endowment 2024 CSP - Medical Debt	California Endowment	\$150,000.00	2/6/2024	FY23-24	DPH	
58	Pritzker Foster Care Initiative 2024 CSP DCFS Small Grant	Pritzker	\$5,000.00	3/7/2024	FY23-24	DCFS	
59	The Ralph M. Parsons Foundation 2024 CSP - LA County Prevention and Promotion Infrastructure	The Ralph M. Parsons Foundation	\$10,000.00	3/5/2024	FY23-24	Executive Office	
60	Greater Los Angeles Education Foundation 2024 CSP Project Grant - MSI	W. M. Keck Foundation	\$140,000.00	3/12/2024	FY23-24	DCFS	
61	Weingart Foundation 2024 CSP - LA County Prevention and Promotion Infrastructure	Weingart	\$5,000.00	3/18/2024	FY23-24	Executive Office	
62	Cedars-Sinai 2024 CSP Project Grant - Skid Row Action Plan	Cedars Sinai	\$275,000.00	4/26/2024	FY23-24	DHS	
63	Reissa Foundation 2024 CSP - Foster Youth Housing Finance Project	Reissa	\$75,000.00	4/2/2024	FY23-24	DCFS	
64	Ric and Suzanne Kayne Foundation 2024 CSP Project Grant - One Roof	R&S Kayne Foundation	\$150,000.00	4/19/2024	FY23-24	DCFS	
65	Microsoft 2024 CSP DEO - Digital Literacy and AI for Small Business Growth	Microsoft	\$75,000.00	4/2/2024	FY23-24	DEO	
66	California Community Foundation 2024 CSP Project Grant - Skid Row Action Plan	California Community Foundation	\$10,000.00	4/8/2024	FY23-24	DHS	
67	The Angeleno Project 2023 CSP Black Action Team	The Angeleno Project	\$2,500.00	4/19/2023	FY22-23	ARDI	
68	Wells Fargo Foundation 2024 CSP DEO Small Business Growth	Wells Fargo	\$50,000.00	5/17/2024	FY23-24	DEO	
69	First 5 LA 2024 CSP - DCFS Management Report Change Project	First 5 LA	\$5,000.00	4/12/2024	FY23-24	DCFS	
70	Deutsch Foundation 2024 CSP Project Grant - One Roof Phase IV	Deutsch	\$50,000.00	5/24/2024	FY23-24	DCFS	
71	ABC Signature 2024 CSP Project Grant - JCOD	ABC Signature	\$35,000.00	4/25/2024	FY23-24	JCOD	
72	Weingart Foundation 2024 CSP Homeless Initiative Summit	Weingart	\$2,500.00	4/18/2024	FY23-24	Homeless Initiative (HI)	
73	California Community Foundation 2024 CSP Homeless Initiative (HI) Summit	California Community Foundation	\$10,000.00	5/16/2024	FY23-24	Homeless Initiative (HI)	
74	The California Wellness Foundation 2024 CSP Project Grant - DPH / Health Care Harms	Cal Wellness	\$150,000.00	5/10/2024	FY23-24	DPH	
75	Los Angeles Homeless Services Authority 2024 CSP Homeless Initiative (HI) Conference	LAHSA	\$5,000.00	5/21/2024	FY23-24	Homeless Initiative (HI)	
76	David Bohnett Foundation 2024 CSP LGBTQ Youth Affirming Care Reflective Dialogues	David Bohnett Foundation	\$10,000.00	6/13/2024	FY23-24	DCFS	
77	Health Net 2024 CSP Project Grant - JCOD	Health Net	\$1,000.00	7/1/2024	FY24-25	JCOD	
78	Wells Fargo Foundation 2024 CSP - Foster Youth Housing Finance Project / Good River	Wells Fargo	\$100,000.00	9/11/2024	FY24-25	DCFS	
79	Specialty Family Foundation 2024 CSP Project Grant - Foster Together Network	Specialty Family Foundation	\$5,000.00	7/11/2024	FY24-25	DCFS	
80	The California Wellness Foundation 2024 CSP Project Grant - Community Health Workers	Cal Wellness	\$250,000.00	9/12/2024	FY24-25	DPH	
81	Innovate Marketing Group 2024 CSP LA Region Small Business Summit	Innovate Marketing Group	\$9,325.94	7/11/2024	FY24-25	DEO	
82	Services	Pritzker	\$75,000.00	7/25/2024	FY24-25	DCFS	
83	The Ralph M. Parsons Foundation 2024 CSP DCFS Harvest Fest	The Ralph M. Parsons Foundation	\$50,000.00	11/8/2024	FY24-25	DCFS	
84	David Bohnett Foundation 2024 CSP DCFS Harvest Fest	David Bohnett Foundation	\$10,000.00	9/16/2024	FY24-25	DCFS	
85	Pritzker Foster Care Initiative 2024 CSP DCFS Harvest Fest	Pritzker	\$10,000.00	9/19/2024	FY24-25	DCFS	
86	The California Wellness Foundation 2024 CSP Project Grant - LA County DYD Staff Learning	Cal Wellness	\$50,000.00	11/25/2024	FY24-25	DYD	
87	The Kresge Foundation 2024 CSP Benefits Access Pilot	Kresge	\$200,000.00	10/28/2024	FY24-25	DPSS/PAI	
88	Los Angeles Lakers 2024 CSP Project Grant - JCOD Summit	Los Angeles Lakers	\$5,000.00	10/7/2024	FY24-25	JCOD	
89	Anonymous Grantmaker 2024 CSP Project Grant - JCOD Summit	Anonymous Grantmakers	\$5,000.00	10/9/2024	FY24-25	JCOD	
90	Accenture 2024 CSP Project Grant - JCOD Summit	Accenture	\$10,000.00	10/9/2024	FY24-25	JCOD	
91	Los Angeles Metropolitan Transportation Authority 2024 CSP Project Grant - JCOD Summit	LA Metro	\$5,000.00	10/10/2024	FY24-25	JCOD	
92	Niagara Bottling 2024 CSP Project Grant - JCOD Summit	Niagara Bottling	\$5,000.00	10/11/2024	FY24-25	JCOD	
93	Pritzker Foster Care Initiative 2024 CSP DPSS RightWay START Pilot	Pritzker	\$50,000.00	10/8/2024	FY24-25	DPSS	
94	Cedars-Sinai 2024 CSP Community Health Workers Initiative	Cedars Sinai	\$150,000.00	12/4/2024	FY24-25	DPH	
95	Weingart Foundation 2025 CSP Project Grant - ARDI	Weingart	\$200,000.00	12/10/2024	FY24-25	ARDI	
96	Pritzker Foster Care Initiative 2024 CSP Project Grant ARDI NOVA Exhibit	Pritzker	\$2,800.00	11/4/2024	FY24-25	ARDI	
97	Pritzker Foster Care Initiative 2024 CSP DCFS Time2Connect	Pritzker	\$30,000.00	11/7/2024	FY24-25	DCFS	
98	W. M. Keck Foundation 2024 CSP TAY Housing	W. M. Keck Foundation	\$5,000.00	11/20/2024	FY24-25	DCFS	
99	W. M. Keck Foundation 2024 CSP The Vivian Weinstein Project	W. M. Keck Foundation	\$4,500.00	11/20/2024	FY24-25	Executive Office	
100	IBM Corporation 2024 CSP Project Grant - JCOD Summit	IBM	\$10,000.00	11/20/2024	FY24-25	JCOD	
101	The California Endowment 2024 CSP Improving Health Outcomes in Antelope Valley	California Endowment	\$15,000.00	11/25/2024	FY24-25	ARDI	
102	Cedars-Sinai 2024 CSP Youth and Young Adult Collective (YYA) Pooled Fund	Cedars Sinai	\$250,000.00	12/19/2024	FY24-25	Homeless Initiative (HI)	
103	Annenberg Foundation 2024 CSP Project Grant - Franklin Fire	Annenberg	\$10,000.00	12/12/2024	FY24-25	SD 5	
104	Prologis 2025 CSP LA County Region Small Business Fund	Prologis	\$100,000.00	1/22/2025	FY24-25	Wild Fire Relief	
105	Lennar Foundation 2025 CSP LA County Wildfire Fund - Eaton Fire Region	Lennar Foundation	\$250,000.00	1/28/2025	FY24-25	Wild Fire Relief	
106	Maximus Foundation 2025 CSP LA County Wildfire Fund	Maximus Foundation	\$100,000.00	2/9/2025	FY24-25	Wild Fire Relief	
107	R&S Kayne Foundation 2025 CSP LA County Region Small Business and Worker Fund	R&S Kayne Foundation	\$260,000.00	2/17/2025	FY24-25	Wild Fire Relief (DEO)	
108	Wells Fargo Foundation 2025 CSP LA County Region Small Business Fund	Wells Fargo	\$500,000.00	2/20/2025	FY24-25	Wild Fire Relief (DEO)	
109	Goldman Sachs 2025 CSP Worker Relief Fund	Goldman Sachs	\$2,500,000.00	2/25/2025	FY24-25	Wild Fire Relief (DEO)	
110	Goldman Sachs 2025 CSP Arts Misc.	Goldman Sachs	\$1,000,000.00	2/25/2025	FY24-25	Wild Fire Relief (Arts)	
111	Goldman Sachs 2025 CSP Small Business Relief Fund	Goldman Sachs	\$2,000,000.00	2/25/2025	FY24-25	Wild Fire Relief (DEO)	
112	Goldman Sachs 2025 CSP LA County Wildfire Fund	Goldman Sachs	\$2,500,000.00	2/25/2025	FY24-25	Wild Fire Relief	
113	Specialty Family Foundation 2025 CSP LA County Worker Relief Fund	Specialty Family Foundation	\$25,000.00	2/28/2025	FY24-25	Wild Fire Relief (DEO)	
114	California Community Foundation 2025 CSP ARDI CEO Office Town Hall Sponsorship	California Community Foundation	\$2,500.00	2/28/2025	FY24-25	ARDI	
115	Bergelectric Charitable Foundation 2025 CSP LA County Wildfire Fund	Bergelectric Charitable Foundation	\$25,000.00	2/28/2025	FY24-25	Wild Fire Relief	
116	Conrad N. Hilton Foundation 2025 CSP LA Region Small Business Fund	Conrad N. Hilton Foundation	\$125,000.00	3/5/2025	FY24-25	Wild Fire Relief (DEO)	
117	Microsoft 2025 CSP LA County Digital Literacy Assessment Tool	Microsoft	\$100,000.00	1/31/2025	FY24-25	DEO	
118	Stone Family Fund (Anonymous) 2025-2027 CSP One Roof Demonstration Project	Stone Family Fund (Anonymous)	\$300,000.00	3/11/2025	FY24-25	DCFS	
119	Korean-American Federation of SW 2025 CSP LA County Region Small Business Fund	Korean-American Federation of SW	\$5,000.00	2/6/2025	FY24-25	Wild Fire Relief (DEO)	
120	Korean-American Federation of SW 2025 CSP LA County Worker Relief Fund	Korean-American Federation of SW	\$5,000.00	2/6/2025	FY24-25	Wild Fire Relief (DEO)	
121	Conrad N. Hilton Foundation 2025 CSP LA County Worker Relief Fund	Conrad N. Hilton Foundation	\$125,000.00	3/5/2025	FY24-25	Wild Fire Relief (DEO)	
122	AAIMM Guaranteed Basic Income Grant	Stone Family Fund (Anonymous)	\$50,000.00	10/3/2022	FY22-23	DPH	

## Center WTD FY22-FY25 YTD 04.03.25

123	Foster Together Network (FTN)	Specialty Family Foundation	\$2,500	10/5/2022	FY22-23	DCFS	
124	DCFS Picnic + LGBTQ Center	David Bohnett Foundation	\$3,813	9/21/2022	FY22-23	DCFS	
125	DCFS Time2Connect Family Reunification	Pritzker	\$200,000	12/6/2022	FY22-23	DCFS	
126	DPSS-RightWay TAY Pilot	Deutsch	\$150,000	4/20/2023	FY22-23	DPSS	
127	Love Dad (Mental Health Workforce Development)	Reissa	\$36,600	3/10/2023	FY22-23	DPH	
128	DMH Narrative Change	Conrad N. Hilton Foundation	\$100,000	4/18/2023	FY22-23	DMH	Pass Thru
129	Foster Together Network (FTN): To enhance access to quality home-based care, permanent housing, and youth	Conrad N. Hilton Foundation	\$960,000	7/25/22	FY22-23	DCFS	
130	TAY Demonstration Project	California Community Foundation	\$600,000	8/9/2022	FY22-23	DCFS	
131	Homelessness Initiative (Special Project)	Corporation for Supportive Housing (CSH)	\$178,000	8/15/22	FY22-23	Homeless Initiative (HI)	
132	Trans-Inclusive Project in Supervisorial District 3	Conrad N. Hilton Foundation	\$40,000	8/22/22	FY22-23	Homeless Initiative (HI)	
133	Lived-Experience Advocate (One Roof)	Specialty Family Foundation	\$100,000	8/23/22	FY22-23	DCFS	
134	YYA Philanthropic Pooled Fund	Conrad N. Hilton Foundation	\$2,315,000	8/25/22	FY22-23	Homeless Initiative (HI)	
135	DCFS Safe Place for Youth	Stone Family Fund (Anonymous)	\$300,000	9/13/2022	FY22-23	DCFS	
136	FTN: To enhance access to quality home-based care, permanent housing, and youth advocacy	The Ralph M. Parsons Foundation	\$150,000	9/21/2022	FY22-23	DCFS	
137	TAY Demonstration Project	The Ralph M. Parsons Foundation	\$500,000	9/21/2022	FY22-23	DCFS	
138	Department of Youth Development Spring Convening	Reissa	\$25,000	10/18/2022	FY22-23	DYD	
139	2022 CSP Project Grant - Vaccine Equity Campaign	Conrad N. Hilton Foundation	\$500,000	10/21/2022	FY22-23	DPH	
140	DPH's Employee Recognition Event	Blue Shield of California Foundation	\$5,000	10/18/2022	FY22-23	DPH	
141	DPH's Employee Recognition Event	Blue Shield of California Foundation	\$5,000	10/17/2022	FY22-23	DPH	
142	Project Grant - ARDI II	California Endowment	\$200,000	10/17/2022	FY22-23	ARDI	
143	DPH's Employee Recognition Event	Dodgers Foundation	\$5,000	10/24/2022	FY22-23	DPH	
144	DPH's Employee Recognition Event	The Ralph M. Parsons Foundation	\$10,000	10/25/2022	FY22-23	DPH	
145	DPH's Employee Recognition Event	LA Care Health Plan	\$12,500	10/28/2022	FY22-23	DPH	
146	Commission for Children and Families	The Ralph M. Parsons Foundation	\$25,000	11/3/2022	FY22-23	DCFS	
147	2022 CSP Project Grant - Infrastructure for Homelessness	Conrad N. Hilton Foundation	\$670,000	11/4/2022	FY22-23	Homeless Initiative (HI)	
148	DPH's Employee Recognition Event	California Community Foundation	\$2,500	11/4/2022	FY22-23	DPH	
149	Camp Gonzales Fire Camp Renovations	Reissa	\$25,000	11/10/2022	FY22-23	JCOD	
150	Camp Gonzales Fire Camp Renovations	Magnolia	\$25,000	11/10/2022	FY22-23	JCOD	
151	AAIMM Guaranteed Basic Income Grant	Flora Family Foundation	\$50,000	11/16/2022	FY22-23	DPH	
152	SHARK Cross-Sector System Change	Conrad N. Hilton Foundation	\$250,000	11/21/2022	FY22-23	DHS	
153	Community Based Health Worker Infrastructure	California Endowment	\$100,000	1/30/2023	FY22-23	DPH	
154	DMH Innovations Neurofeedback	Pritzker	\$55,000	12/6/2022	FY22-23	DMH	
155	Family Housing Grant #2	Partnership for Early Childhood Investment	\$6,000	8/23/2022	FY22-23	DCFS	
156	One Roof Round IV	Deutsch	\$50,000	4/13/2023	FY22-23	DCFS	
157	Foster Youth Housing Finance Project/ Good River	Barry and Wendy Meyer Charitable Foundation	\$50,000	7/25/2023	FY23-24	DCFS	

**CENTER FOR STRATEGIC PARTNERSHIPS**  
**FYE 2023-24 OPERATING BUDGET**

REVENUE	Notes	Budget
Philanthropy	Supports core operations, except for County Center Staff line item	\$765,000
<b>Total Revenue</b>		<b>\$765,000</b>

EXPENSES	Notes	Budget
SCG Support	Dedicated time of key SCG staff including SCG's President & CEO, Chief Operating Officer, Vice President of Collaborations & Communities, Coordinator, Collaborations & Communities, Manager of Grants & Membership, Associate of Membership & Grants, and Associate of Finance & Operations	\$ 210,000
Center Consultants	Consultants contracted through SCG on an as needed basis to support the Center's Core work as part of the Center's team	\$ 415,000
Ad-Hoc Projects and Engagement	Costs associated with the work of the Center funding small projects that advance partnerships as well as stipends for youth and other community members bringing lived experience to our work.	\$ 50,000
Convenings and Travel	Costs associated with the work of the Center in hosting, supporting and attending convenings which will include but not be limited to food, parking validation, and venue rental.	\$ 20,000
Communications	Costs associated with the work of the Center in developing and publishing communications to internal and external stakeholders.	\$ 20,000
Evaluation	Costs associated with enaging an Outside Evaluator to support the Center's efforts to measure our impact to learn and grow per our Strategic Plan	\$ 25,000
Anti-Racist Work	Costs associated with enaging Social Good Solutions to support the Center in fulfilling its commitment to become an anti-racist organization.	\$ 25,000
<b>Total Expense</b>		<b>\$ 765,000</b>

**COUNTY OF LOS ANGELES**

<b>Revenue:</b> LA County*	Supports County Center staff line item	\$1,126,000
<b>Expense:</b> County Center Staff*	Dedicated full-time staff	\$1,126,000

\*Total revenue and expense from the County of LA only reflects direct payroll and benefits for staffing and does not include in-kind contributions (e.g. office, technology, or other support costs) that are contributed by the County of LA.

**CENTER FOR STRATEGIC PARTNERSHIPS**  
FYE 2024-25 OPERATING BUDGET

**PHILANTHROPY**

REVENUE	Notes	Budget	Budget (rev 10/30)
Philanthropy	Supports core operations, except for County Center Staff line item	\$810,000	\$915,000
<b>Total Revenue</b>		<b>\$810,000</b>	<b>\$915,000</b>

EXPENSE	Notes	Budget	Budget (rev 10/30)
SCG Fiscal Sponsor Fee	Dedicated time of key SCG staff including SCG's President & CEO, Chief Operating Officer, Vice President of Collaborations & Communities, Coordinator, Collaborations & Communities, Manager of Grants & Membership, Associate of Membership & Grants, and Associate of Finance & Operations	\$225,000	\$225,000
Center Consultants	Consultants contracted through SCG on an as needed basis to support the Center Staff	\$455,000	\$455,000
Ad-Hoc Projects	Costs associated with the work of the Center funding small projects that advance partnerships. (increase in revision includes placeholder of \$25K for revenue generation)	\$50,000	\$75,000
Engagement, Convenings, & Travel	Costs associated with the work of the Center in hosting, ,supporting and attending convenings which will include but not be limited to food, travel, printed materials, youth stipends, parking validation, and venue rental.	\$35,000	\$45,000
Communications	Costs associated with the work of the Center in developing and publishing communications to internal and external stakeholders.	\$15,000	\$15,000
Evaluation	Engaged Blue Garnet for strategic visioning. Funding is provided by Casey Family Programs (\$20K) supporting Phase I, while \$50K is budgeted here to support the remaining balance of the contract covering Phases I & II work.	In-kind	\$70,000
Anti-Racist Work	Costs associated with enaging Social Good Solutions to support the Center in fulfilling its commitment to become an anti-racist organization.	\$30,000	\$30,000
<b>Total Expense</b>		<b>\$810,000</b>	<b>\$915,000</b>
<b>Net Revenue</b>		<b>\$0</b>	<b>\$0</b>

**COUNTY OF LOS ANGELES**

<b>Revenue:</b> LA County*	Supports County Center staff line item	\$1,151,344	\$1,151,344
<b>Expense:</b> County Center Staff*	Dedicated full-time staff	\$1,151,344	\$1,151,344

\*Total revenue and expense from the County of LA only reflects direct payroll and benefits for staffing and does not include in-kind contributions (e.g. office, technology, or other support costs) that are contributed by the County of LA.

# Center for Strategic Partnerships



## PHILANTHROPIC INVESTMENT BY FISCAL YEAR

Fiscal Year 2022-2023	\$6,343,013
Fiscal Year 2023-2024	\$4,685,257
Fiscal Year 2024-2025	\$13,690,126*
<b>TOTAL for Center</b>	<b>\$24,718,396</b>

\*Fiscal Year 2024-2025 YTD April 7, 2025.