

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: July 28, 2020

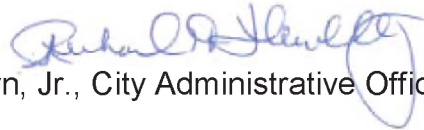
CAO File No. 0150-10532-0004

Council File No. 15-1092

Council District: --

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer



Reference: Transmittal from the Emergency Management Department dated July 20, 2020

Subject: **FIRST AMENDMENT TO CONTRACT NO. C-134726 TO CONTINUE A PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES COORDINATOR FOR THE EMERGENCY MANAGEMENT DEPARTMENT**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Emergency Management Department to:
 - a. Execute the First Amendment to Contract No. C-134726 between the City of Los Angeles and the Los Angeles County Department of Public Health (LACDPH) for a term of one year beginning July 1, 2020 through June 30, 2021 and for a maximum amount of \$174,001, subject to the review and approval of the City Attorney as to form;
2. Authorize the Emergency Management Department to:
 - a. Deposit monthly reimbursement payments received from the LACDPH under this agreement into General Fund No. 100, Department No. 35, Revenue Source Code No. 5188, Miscellaneous Revenue-Others; and,
 - b. Prepare Controller instructions for any necessary technical adjustments to transactions included in this report to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The Emergency Management Department (EMD) requests authority to execute the First Amendment to Contract No. C-134726 between the City of Los Angeles and the Los Angeles County Department of Public Health (LACDPH) for a Public Health Emergency Preparedness and

Response Services Coordinator, subject to the review and approval by the City Attorney as to form. The First Amendment will extend the term of the contract an additional one year from July 1, 2020 through June 30, 2021 for a total maximum compensation amount of \$174,001 to fund one Senior Project Coordinator (Class Code 1538) to serve as the EMD's Public Health Emergency Preparedness and Response Services Coordinator.

The original contract term was from July 1, 2019 through June 30, 2020 and approved by City Council on November 27, 2019. The First Amendment of this contract continues the work of public health emergency preparedness and response planning under the Catalog of Federal Domestic Assistance (CFDA) Number 93.069 Public Health Emergency Preparedness (PHEP) through the United States Department of Health and Human Services Centers for Disease Control and Prevention (CDC). The Senior Project Coordinator assigned to this position will continue to: be exclusively dedicated to support the City's emergency preparedness and response planning related to public health emergencies and threats, including bioterrorism; act as the liaison between the LACDPH Emergency Preparedness and Response Division and the City of Los Angeles Emergency Management Department; and, implement, execute, and coordinate key public health emergency preparedness domains for the City of Los Angeles including community resilience, incident management, information management, countermeasures and mitigation, surge management, and bio-surveillance.

The requested First Amendment covers the direct salary cost of \$87,425 and related costs of \$86,576, for a total reimbursable amount of \$174,001, as set forth in Exhibit C-1. The EMD will front-fund all costs of the position and will be responsible for billing the LACDPH on a monthly basis. Reimbursements received through this agreement will be captured as General Fund revenue in Miscellaneous Revenue-Others (Revenue Source Code 5188). The contractual amount should be sufficient to fully recover the costs of the Senior Project Coordinator, including salary adjustments provisioned under the latest Memorandum of Understanding No. 20. Any increases to the total maximum compensation, if required, may be negotiated with the LACDPH and executed through a subsequent contract amendment.

As funding is provided through the CDC's PHEP program, this position is eligible for civil service exemption. Pursuant to Charter Section 1001(d)(4), grant-funded positions are eligible for exemption for a term of two years, with an option to extend one additional year for a maximum of three years. On August 9, 2019, Council approved the exemption for the Senior Project Coordinator position.

In accordance with the provisions of the Mayor's Fiscal Year 2020-21 Cost Containment Measure memo dated June 24, 2020, the proposed First Amendment meets the exemption criteria in that the services provided is essential to public health and safety and is revenue generating.

FISCAL IMPACT STATEMENT

Approval of the recommendations in this report will have no additional impact to the General Fund. Funding for the direct salary and related costs for the Senior Project Coordinator position are included in the Department's operating budget and will be fully reimbursed by the Los Angeles County Department of Public Health.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that one-time revenues will be used for one-time expenses. The Emergency Management Department will front-fund the cost of the position and will subsequently request monthly cost reimbursements from the Los Angeles County Department of Public Health. Receipts received through this agreement are recorded as General Fund revenue.

RHL:ED:04210008

Attachment

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

Attachment
EMERGENCY MANAGEMENT
DEPARTMENT
200 N. SPRING STREET, ROOM 1533
LOS ANGELES, CA 90012
TEL (213) 978-2222
FAX (213) 978-0517
www.emergency.lacity.org

July 20, 2020

Honorable Eric Garcetti, Mayor
City of Los Angeles
City Hall, Room 303

Honorable City Council
City of Los Angeles
c/o: Office of the City Clerk
City Hall, Room 395

Honorable Mayor Garcetti and Members of the City Council:

SUBJECT

Contracting authority request for the **Public Health Emergency Preparedness and Response Services Coordinator**.

RECOMMENDATION FOR MAYOR AND COUNCIL ACTION

The **Emergency Management Department (EMD)** respectfully requests the **Mayor and City Council** grant authority to EMD to accept the first contract amendment to contract C-134726 between the City of Los Angeles and the Los Angeles County **Department of Public Health (LACDPH)** for a **Public Health Emergency Preparedness and Response Services Coordinator**. The first contract amendment will be for an extended period beyond the initial twelve-month period of time from July 1, 2019 through June 30, 2020, and shall extend from July 1, 2020 through June 30, 2021 for a total amount not to exceed \$174,001.00.

BACKGROUND

On **December 15, 2015**, the City Council approved reports relative to an initial contract with LACDPH (Council File 15-1092) to provide the City of Los Angeles' **Emergency Management Department (EMD)** with a staff position dedicated to public health emergency planning.

This position request reflects the joint work effort between the City of Los Angeles EMD and LACDPH which has been providing the City with a **Public Health** position since 2007. This position allows the City of Los Angeles access to County of Los Angeles public health-related information and services. Changes in 2015 marked the initial contract for the City to assume responsibility for the position's employment related to personnel and payroll responsibilities, reimbursed by LACDPH with grant funding.

The position continues to be exclusively dedicated to supporting the City's emergency preparedness and response planning efforts related to public health emergencies and threats, including bioterrorism. Since the City of Los Angeles does not have a city health department, the work that will be undertaken by the Public Health position is critical to ensuring the level of awareness is met in relation to emergency management planning efforts within EMD.

The position shall be filled with a Senior Project Coordinator (Class Code 1538) that will act as the liaison between the LACDPH Emergency Preparedness and Response Division and the City of Los Angeles' Emergency Management Department in implementing, executing, and coordinating key public health emergency preparedness domains for the City of Los Angeles including community resilience, incident management, information management, countermeasures and mitigation, surge management, and bio surveillance. Duties include, but are not limited to, developing comprehensive response plans for the City of Los Angeles incorporating County of Los Angeles Health Agency policies and procedures related to medical countermeasures planning and dispensing; developing training and exercises; and health-related hazard specific planning for chemical and biological incidents.

In addition, and in accordance with Charter Section 100 (d)(4), the Senior Project Coordinator position (Civil Service Class Code 1538) has received a Civil Service Commission Exemption as of May 28, 2020 for a term not to exceed two years (CSC No. 3386 File No. 55467) along with its subsequent City Council approval on August 9, 2019 (Council File 15-1544).

An initial contract (C-126913) was signed with the Los Angeles County Department of Public Health (LACDPH) (LA County Contract # PH-003073) for a Public Health Emergency Preparedness and Response Services Coordinator and was approved by Council on December 15, 2015. A first amendment to contract C-126913 was approved by Council on March 7, 2018. A second and third amendment were approved by Council on September 4, 2018. A new contract (C-134726) was processed by LACDPH (LA County Contract# PH-004087) and approved by Council on November 27, 2019.

This request is to approve a first amendment to Contract C-134726.

REQUEST

EMD is seeking City Council acceptance of the first contractual amendment to contract C-134726. The contract continues the work of public health emergency preparedness and response planning under the Catalog of Federal Domestic Assistance (CFDA) Number 93.069 Public Health Emergency Preparedness (PHEP) through the United States Department of Health and Human Services Centers for Disease Control and Prevention (CDC).

The requested first contract amendment covers the direct and fringe benefit costs of the

requested Senior Project Coordinator position. The position will be front-funded within EMD's existing budgeted salary funds and then reimbursed by the LACPHD and recorded as revenue to the General Fund.

As a city agent, EMD is requesting City Council authorization to execute the attached first contract amendment in coordination with the Office of the City Attorney and City Clerk. EMD will process all necessary paperwork required for reimbursement of appropriated funds to the City.

RECOMMENDATIONS FOR COUNCIL ACTION, SUBJECT TO APPROVAL OF THE MAYOR

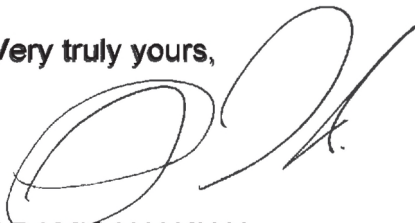
That the Council, subject to the approval of the Mayor:

1. **INSTRUCT** the City Clerk to place on the Council agenda for the first regular Council meeting on August 1, 2020, or shortly thereafter, the following actions relative to the **Public Health Emergency Preparedness and Response Services Coordinator**;
2. **AUTHORIZE** the General Manager of EMD to execute the attached first contract amendment (C-134726) with the Los Angeles County Department of Public Health (LACDPH) in an amount not to exceed \$174,001.00 for the period from July 1, 2020 through June 30, 2021 subject to approval of the City Attorney as to form.
3. **AUTHORIZE** EMD to deposit monthly reimbursement payments received to the City's General Fund, Fund 100, Dept. 35, Revenue Source Code 5188, "Miscellaneous Revenue - Others".
4. **AUTHORIZE** EMD to prepare Controller instructions and/or make technical adjustments that may be required and are consistent with this action, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

FISCAL IMPACT STATEMENT

There is no anticipated fiscal impact to the General Fund in accepting the grant funds as awarded.

Very truly yours,



ARAM SAHAKIAN
General Manager

Attachment:

- **Contract between the City of Los Angeles and the Los Angeles County Department of Public Health for Public Health Emergency Preparedness and Response Services.**

cc: Jeffrey F. Gorell

Contract No. PH-004087

**DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES**

Amendment **Number 1**

THIS AMENDMENT is made and entered into this _____ day
of _____, 2020,

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

CITY OF LOS ANGELES
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "**CONTRACT BY AND BETWEEN COUNTY OF LOS ANGELES AND CITY OF LOS ANGELES FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES**", dated **December 23, 2019**, and further identified as **Contract Number PH-004087** (hereafter "**Contract**"); and

WHEREAS, County has been allocated funds from the federal Centers for Disease Control and Prevention ("**CDC**"), Catalog of Federal Domestic Assistance Number 93.069 for the **Public Health Emergency Preparedness**, of which a portion of these funds has been designated to upgrade local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies; and

WHEREAS, it is the intent of the parties hereto to amend the Contract to extend the term, increase the maximum contract obligation, and provide for other changes set forth herein; and

WHEREAS, on May 21, 2019, the Board of Supervisors delegated authority to the Director of Public Health, or designee, to execute amendments to Contract; and

WHEREAS, said Contract provides that changes may be made in the form of a written Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall be effective July 11, 2020.
2. On the effective date of the Amendment, Exhibits B-1 (Scope of Work) and C-1 (Budget), attached hereto and incorporated herein by reference shall be added to contract.
3. Paragraph 1, APPLICABLE DOCUMENTS, shall be deleted in its entirety and replaced as follows:

“Exhibits A, B, B-1, C, C-1, D, E, F, and G are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, budget, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits as listed below:

Standard Exhibits

Exhibit A – Statement of Work (Intentionally Omitted)

Exhibit B and B-1 – Scopes of Work

Exhibit C and C-1 – Budgets

Exhibit D – Contractor’s EEO Certification

Exhibit E – Contractor Acknowledgement and Confidentiality Agreement

Exhibit F – Health Insurance Portability and Accountability Act (HIPAA)

Unique Exhibits

Exhibit G – Charitable Contributions Certification”

4. Paragraph 2, DEFINITIONS, Subparagraph A, shall be deleted in its entirety and replaced as follows:

“A. **Contract:** This agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work including the Scopes of Work, Exhibit B and B-1.”

5. Paragraph 3, DESCRIPTION OF SERVICES, Subparagraph A, shall be deleted in its entirety and replaced as follows:

“A. **Contractor shall provide services in the manner described in Exhibits B and B-1 (Scopes of Work), attached hereto and incorporated herein by reference.**”

6. Paragraph 4, TERM OF CONTRACT, shall be deleted in its entirety and replaced as follows:

“A. **The term of this Contract shall be effective July 1, 2019 and shall continue in full force and effect through June 30, 2021, unless sooner terminated or extended, in whole or in part, as provided in this Contract.**

B. **The Contractor shall notify the Emergency Preparedness and Response Division (EPRD) Office when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the EPRD Office at the address herein provided in Paragraph 22, NOTICES.**”

7. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, Subparagraph A, shall be deleted in its entirety and replaced as follows:

“A. The maximum obligation of County for all services provided hereunder shall not exceed three hundred forty-eight thousand, two dollars (\$348,002) as follows:

(1) For the period of July 1, 2019 through June 30, 2020, the obligation of County for all services provided hereunder shall not exceed one hundred seventy-four thousand one dollars (\$174,001), as set forth in Exhibit C, attached hereto and incorporated herein by reference.

(2) For the period of July 1, 2020 through June 30, 2021, the obligation of County for all services provided hereunder shall not exceed one hundred seventy-four thousand one dollars (\$174,001), as set forth in Exhibit C-1, attached hereto and incorporated herein by reference.”

8. Paragraph 6, INVOICES AND PAYMENTS, Subparagraph A, shall be deleted in its entirety and replaced as follows:

“A. The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit B, B-1, and in accordance with Exhibit C and C-1 attached hereto and incorporated herein by reference.”

9. Paragraph 14, RECORD RETENTION AND AUDITS, Subparagraph E, shall be deleted in its entirety and replaced as follows:

“E. **Independent Audit:** Contractor’s financial records shall be audited by an independent auditor in compliance with Title 2 of the Code of Federal Regulations (CFR) 200.501. The audit shall be made by an independent auditor in accordance with Governmental Financial Auditing Standards developed by the Comptroller General of the United States, and any other applicable federal, State, or County statutes, policies, or guidelines. Contractor shall complete and file such audit report(s) with the County’s DPH Contract Monitoring Division no later than the earlier of thirty (30) days after receipt of the auditor’s report(s) or nine (9) months after the end of the audit period.

If the audit report(s) is not delivered by Contractor to County within the specified time, Director may withhold all payments to Contractor under all service agreements between County and Contractor until such report(s) is delivered to County.

The independent auditor’s work papers shall be retained for a minimum of three (3) years from the date of the report, unless the auditor is notified in writing by County to extend the retention period. Audit work papers shall be made available for review by federal, State, or County representative upon request.”

10. Except for the changes set forth hereinabove, Contract shall not be changed in any other respect by this Amendment.

/

/

/

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

CITY OF LOS ANGELES

COUNTY OF LOS ANGELES

By: _____
Aram Sahakian, General Manager
Emergency Management Department

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

Date: _____

Date: _____

APPROVED AS TO FORM:
BY THE OFFICE OF THE CITY
ATTORNEY

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY
COUNSEL

MICHAEL N. FEUER, City Attorney

MARY C. WICKHAM, County Counsel

By: _____
Tanea Ysaguirre
Deputy City Attorney

APPROVED AS TO CONTRACT
ADMINISTRATION:
Department of Public Health

Date: _____

By: _____
Patricia Gibson, Chief
Contracts and Grants Division

ATTEST:
HOLLY L. WOLCOTT, City Clerk

Date: _____

By: _____
Deputy City Clerk

Date: _____
(AFFIX CORPORATE SEAL HERE)

EPRD/EMD Scope of Work

CONTRACT REFERENCE	LACDPH: City of Los Angeles: C-126913	TERM(S)	July 1, 2020–June 30, 2021
CONTRACT	Los Angeles County Department of Public Health (LACDPH) Emergency Preparedness and Response Division (EPRD)		
CONTRACTOR	City of Los Angeles (City) Emergency Management Department (EMD)		
EMPLOYEE SUPERVISION	The EMD Public Health Liaison (PHL) is assigned to the EMD Planning Division and reports to the Planning Division Chief as their immediate supervisor. EMD supervision includes assignment of projects to the PHL and approving work assignments proposed for the PHL. EMD Planning Division Chief will perform all required administrative and personnel duties including, but not limited to, approval of calendar appointments, vacation requests, timesheet processing, and related responsibilities in accordance with the City Personnel Department's Supervisory Rules and Regulations.		

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
1.0 Emergency Operations Planning			
Assist the EMD Planning Division by participating in the review and revision of City Emergency Operations Plans (EOPs), Annexes, Department emergency plans, Department Continuity of Operations Plans (COOPs), Department Disability, Access and Functional Needs (DAFN) standard operating procedures (SOPs), and any other emergency plans as assigned to ensure public health and medical issues are addressed.			
1.1 Review and update the City's Emergency Operations Plan (EOP) and all related annexes.	1.1 a Review, revise and update the City's EOP and all related annexes (including but not limited to the chemical, biological, radiological and nuclear (CBRN) Annex) to ensure that public health and medical issues are addressed. This revision should integrate at-risk population data and include specific operational guidance/attachments documents related	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
<p>1.2 Review and update City Department Emergency Plans (DEPs).</p> <p>1.3 Review and update City Department Continuity of Operations Plans (COOPs) and related Standard Operating Procedures (SOPs) as appropriate.</p> <p>1.4 Review and update plans and procedures related to persons with disabilities or others with access and functional needs.</p>	<p>to LACDPH plans (e.g., Zika, Aerosolized Anthrax, Emerging Infectious Diseases, etc.)</p> <p>1.2a Review, revise and update DEPs to ensure that public health and medical issues are addressed, including, but not limited to coordination between City and county departments and agencies.</p> <p>1.3a Review and update DEPs to ensure public health and medical issues are addressed.</p> <p>1.4a Assist with the review and revision of City Disability, Access and Functional Needs (DAFN) Plans and SOPs to ensure public health and medical issues are addressed.</p>	<p>Ongoing activities through June 30, 2021</p> <p>Ongoing activities through June 30, 2021</p> <p>Ongoing activities through June 30, 2021</p>	<p>documentation including updated plans.</p> <p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p> <p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p> <p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
1.5 As needed, review and update any other emergency plans assigned to the EMD Planning Division	1.5a Assist with the development, review, and/or revision of any new emergency plans or projects to ensure public health and medical issues are addressed including anticipated coordination between City and county departments and agencies.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.
2.0 Community Preparedness (PHEP Capability 1) Build community resilience in City of Los Angeles planning activities to ensure that public health emergency preparedness, response, and recovery plans are coordinated. <i>(HPP-PHEP Domain 1: Community Resilience)</i>			
2.1 Integrate populations characterized as "at-risk" into City of Los Angeles emergency operations planning.	2.1a Using existing analysis and mapping methods, identify access and functional needs of at-risk populations for the City of Los Angeles and integrate data into City of Los Angeles planning.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
2.2 Engage with community organizations and other partners to foster public health emergency preparedness and community engagement in the City of Los Angeles.	2.2a Coordinate with LACDPH to plan public health participation in City of Los Angeles community meetings, workshops, and health fairs related to emergency and disaster public health preparedness. 2.2b Coordinate participation in hazard or functional planning meetings with Los Angeles County medical and health operational area leads, either by the [PHL] and/or by other City of LA representatives as appropriate. Required meetings include: Whole Community Planning meetings,	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
	workshops, and exercises, emerging infectious disease workgroups, steering committees, etc.		
3.0 Emergency Operations Coordination (PHEP Capability 3) Improve emergency operations planning, processes, and training efforts to build capacity in the health discipline at the City of Los Angeles Emergency Operations Center before, during, and after an emergency. <i>(PHEP-HPP Domain 2: Incident Management)</i> .			
3.1 Improve emergency operations coordination and LACDPH participation in City of Los Angeles incidents.	3.1 Facilitate communication and planning for the appropriate level of public health participation and response. Coordinate participation by a subject matter expert from LACDPH/DHS/EMS when City of Los Angeles engages in public health or medical planning activities.	Ongoing through June 30, 2021	Submit monthly statement of activities performed including meeting agendas, meeting minutes, or other related planning documentation.
3.2 Build City of Los Angeles Emergency Operations Center (EOC) incident command system functions to support public health responses.	3.2a By participating in the EOC Task Force, continue to refine and develop clear LACDPH position roles and responsibilities within the City of Los Angeles emergency management structure and develop supporting documentation and guidance for positions. 3.2b Identify EOC positions for LACDPH staff and provide opportunities for planning, participating, observing, and evaluating City of Los Angeles exercises. 3.2c Coordinate request(s) for Public Health Technical Specialist(s) and medical and health resources (e.g. emPOWER data) in support of EOC activations and emergency operations.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation (e.g. position checklist for public health roles, contacts, and procedures for activation)

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
3.3 Improve EOC coordination in regional public health exercises and training	<p>3.3a Participate in jurisdictional, Operational Area, regional, statewide, and federal drills and exercises as related to public health and medical emergencies.</p> <p>3.3b Work with EPRD and EMD to include the roles and responsibilities of public health in City emergency management related training programs as appropriate.</p>	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed including meeting minutes, summary notes, multi-year training plans, agendas, exercise materials, etc.
<p>4.0 Information Sharing (PHEP Capability 6)</p> <p>Strengthen information sharing among public health and medical preparedness and response partners and enhance emergency public information and warning. <i>(HPP-PHEP Domain 3: Information Management)</i></p>			
4.1 Share situational awareness to enable effective response during emergencies, field level incidents, and planned events	4.1 Identify and establish information flow protocols and data elements for sharing in coordination with LACDPH and Medical and Health Operational Area Coordination (MHOAC) for effective response. Provide liaison services between public health agencies and the EMD Duty Officer as needed during actual incidents and events.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
4.2 Share emergency information and warnings across disciplines, jurisdictions	4.2 Participate in regional public health meetings including but not limited to the MHOAC, Southern Regional Public Health Exercise and Emergency Response (SRPHEER) committee, MSA collaboration, and other Operational Area meetings.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
4.3 Utilize existing communication systems to strengthen community preparedness	<p>4.3a Assist in broadening LACDPH's public messaging reach by utilizing and leveraging existing systems at the City of Los Angeles to reach the City of Los Angeles population.</p> <p>4.3b Utilizing LACDPH subject matter expertise—and in coordination with LACDPH as appropriate—develop City of Los Angeles protocols for public health risk communication.</p> <p>4.3c Participate in and/or coordinate relevant subject matter experts in any public information planning meetings.</p>	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including any communications protocol and any copies of health messages, websites, etc.
<p>5.0 Countermeasures and Mitigation (HPP-PHEP Domain 4: Countermeasures and Mitigation)</p> <p>Identify and initiate medical countermeasure (MCM) distribution and dispensing strategies to strengthen access to and administration of medical and other countermeasures for pharmaceutical and non-pharmaceutical interventions (NPI).</p>			
5.1 Execute a Memoranda of Understanding (MOU) with LACDPH and City of Los Angeles for MCM response	5.1 Develop and implement an agreement between City of Los Angeles and LACDPH on the defined role and responsibilities in MCM and NPI response(s).	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed including copy of signed agreement.
<p>Medical Countermeasures Dispensing (PHEP Capability 8) Identify and initiate medical countermeasure (MCM) dispensing strategies to strengthen access to and administration of medical and other countermeasures for pharmaceutical interventions.</p>			
5.2 Coordinate planning for dispensing of MCM to the City of Los Angeles' in a public health emergency using	5.2a Identify medical point of dispensing (MPOD) sites and develop site-specific incident action plan (IAP) templates to support oral and vaccine MCM dispensing.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
LACDPH dispensing strategies	<p>5.2b In coordination with LACDPH, develop procedures for receiving, storing, handling, and dispensing MCM at MPOD sites.</p> <p>5.2c Develop procedures for activating City of Los Angeles personnel needed to respond to MCM response dispensing strategies and assist in coordinating the delivery and provision of adequate training for identified MCM dispensing strategy(ies).</p>		other related documentation including MPOD site plans and IAP templates
5.3 Coordinate with LACDPH to identify additional MCM dispensing strategies	5.3 Identify and engage partner agencies for additional MPOD site support and resources such as Closed PODs, drive-through PODs, etc. If MOUs are required, assist in coordinating development of MOUs.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed including copy of written activation dispensing procedures
5.4 Coordinate a Public Information Strategy with LACDPH	5.4 Develop a public information strategy to inform the affected population of dispensing operations prior to during MCM response.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
5.5 Exercise MCM dispensing strategies for the City of Los Angeles	5.5 Assist LACDPH in planning and implementation of tabletop, functional or full scale MPOD exercises to test the Los Angeles County and City of Los Angeles' MCM capabilities.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed including copy of exercise plan and after-action reports.

EXHIBIT B-1

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
<i>Medical Materiel Management and Distribution (PHEP Capability 9)</i> Public health departments coordinate medical material management and distribution when a public health emergency overwhelms the routine community supply chain.			
5.7 Coordinate with LACDPH to support medical materiel management and distribution	<p>5.7a In coordination with LACDPH EPRD, develop a MCM Distribution Concept of Operations for the City of Los Angeles including distribution site security and transportation security processes for the activation of the MCM material receiving sites.</p> <p>5.7b Assist in identifying a process for staffing City of Los Angeles site(s) and providing training.</p>	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation (e.g. MCM Distribution Concept of Operations draft).
<i>Responder Safety and Health (PHEP Capability 14)</i> Ensuring the safety and health of staff who respond to an incident, including a large-scale incident that may require significant personnel from outside the health department.			
5.8 Ensure protocols and processes to provide MCM to first responders during an incident requiring MCM response are current and reflect best practices	<p>5.8a Review and refine plans and procedures to ensure that City first responders receive MCM needed to respond to a public health emergency.</p> <p>5.8b Maintain available pre-positioned MCM caches held within the City of Los Angeles per agreement with LA County EMS Agency.</p>	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including pre-positioned MCM plan and signed pre-positioned MCM quarterly monitoring forms.

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
6.0 Strengthen Surge Management (HPP-PHEP Domain 5: Surge Management) Support LACDPH to manage public health shelter and surge needs.			
6.1 Mass Care (PHEP Capability 7) Coordinate with partner agencies to address the public health, medical, and mental/behavioral health needs of those impacted by an incident at a congregate location.			
6.1 Address the health needs of those impacted by an incident at congregate locations	6.1a Review and update the City of Los Angeles Mass Care and Shelter Annex Health and Safety Appendix with public health response information. 6.1b Ensure close coordination with EPRD-DPH Mass Care Planner and other county agencies (DPSS) as necessary, regarding City sheltering plans, procedures, required resources and information sharing to support sheltering operations during emergencies.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including a copy of the plan.
6.2 Volunteer Management (PHEP Capability 15) Support LACDPH coordination of volunteers to support response to incidents.			
6.2 Connect medical, health, mental health and other licensed professionals to the Medical Reserve Corps (MRC) Los Angeles	6.2 Assist the LACDPH MRC coordinator in promoting registration of individuals to join MRC Los Angeles within the City of Los Angeles.	Ongoing activities through June 30, 2021	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.

EXHIBIT C-1

**LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**

CONTRACT BUDGET SUMMARY

CONTRACTOR/VENDOR NAME: City of Los Angeles

CONTRACT NUMBER: PH-004087

SCHEDULE/PROJECT NUMBER:

BUDGET PERIOD: July 1, 2020 - June 30, 2021

FUNDING SOURCE: CDC 2020-2021 Public Health Emergency Preparedness
Cooperative Agreement - Cities Readiness Initiative

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 87,425
Employee Benefits	\$ 32,425
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
Consultant/Contractual	\$ -
Other	\$ -
Indirect Costs	\$ 54,151
TOTAL COST	\$ 174,001