

**CITY OF LOS ANGELES**  
CALIFORNIA



ERIC GARCETTI  
MAYOR

**EMERGENCY MANAGEMENT  
DEPARTMENT**

200 N. SPRING STREET, ROOM 1533  
LOS ANGELES, CA 90012  
TEL (213) 978-2222  
TEL (213) 484-4800  
FAX (213) 978-0517  
[www.emergency.lacity.org](http://www.emergency.lacity.org)

August 5, 2021

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 and Members of the City Council:

**HEALTH, EDUCATION, NEIGHBORHOODS, PARKS, ARTS, AND RIVER COMMITTEE  
TRANSMITTAL: REQUEST TO EXECUTE SECOND AMENDMENT WITH THE COUNTY OF LOS  
ANGELES DEPARTMENT OF PUBLIC HEALTH (LACDPH) FOR THE FISCAL YEAR 2021-2022  
PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES AGREEMENT**

**CONSIDERATION**

The Emergency Management Department (EMD) respectfully requests the Mayor and City Council authorize EMD to execute the Second Amendment to Contract No. C-134726 between the City of Los Angeles and the LACDPH for the Emergency Preparedness and Response Services Agreement.

**BACKGROUND**

Since 2015, the LACDPH, through an allocation of federal grant funds provided by the Centers for Disease Control and Prevention (CDC), Catalog of Federal Domestic Assistance Number 93.069 for Public Health Emergency Preparedness (PHEP), has provided EMD with the funding to cover the direct salaries and fringe benefit costs of a full-time Public Health Coordinator. The position is currently staffed by one (1) resolution authority Senior Project Coordinator (Class Code 1538) and, because it is supported by the PHEP grant, the position is eligible for exemption under Charter Section 1001(d)(4). In accordance with Charter Section 1001(d)(4), the exemption is provided for grant funded positions for a term of no more than two years, and may be extended for one additional year, for a maximum of three years. The Senior Project Coordinator position has received exemption approval from the Board of Civil Service Commissioners at its meeting held last May 14, 2020.

The Public Health Coordinator supports the City's public health planning efforts and serves as a liaison between the City and various County agencies to facilitate the efficiency and effectiveness of CDC grant projects that require a joint effort across jurisdictional boundaries and will impact multiple communities. The Public Health Coordinator helps ensure that emergency plans are updated and incorporate policies and best practices consistent with emergency management programs.

## **RECOMMENDATIONS**

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

1. AUTHORIZE the General Manager or designee of EMD to execute the Second Amendment to Contract No. C-134726 between the City and LACDPH for a term of one year beginning July 1, 2021 through June 30, 2022, and for a maximum amount of \$182,201.
2. AUTHORIZE EMD to:
  - a. Deposit monthly reimbursement payments received from LACDPH under this agreement into General Fund 100, Department No. 35, Revenue Source Code 5188, Miscellaneous Revenue – Others.
  - b. Prepare Controller instructions and any necessary technical adjustments to transactions that are consistent with the Mayor and Council actions, subject to the approval of the City Administrative Officer, and authorize the City Controller to implement those instructions.

## **FISCAL IMPACT STATEMENT**

There is no additional impact to the General Fund associated with the approval of this contract amendment. Funding for the direct salaries and related costs for the Senior Project Coordinator position is already included in EMD's operating budget and will be fully reimbursed by the LACDPH.



Carol P. Parks (Aug 5, 2021 14:07 PDT)

CAROL P. PARKS  
Acting General Manager

CPP:EBL:R:\EMD DIVISIONS\Administration & Finance\Public Health Contract\Amendments and Contracts\FY 2021-22 Contract

Attachment

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

Amendment Number 2

THIS AMENDMENT is made and entered into on \_\_\_\_\_,

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 Agreement Number PH-004087, and any Amendments thereto (all hereafter referred to as "Contract") between County and Contractor; 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 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 its maximum 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. The Amendment shall be effective July 1, 2021.
2. Exhibits B-2 (Scope of Work) and C-2 (Budget) shall be added to the Contract, attached hereto and incorporated herein by reference.
3. Paragraph 1, APPLICABLE DOCUMENTS, shall be deleted in its entirety and replaced as follows:

"1. APPLICABLE DOCUMENTS:

Exhibits A, B, B-1, B-2, C, C-1, C-2, 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, B-1 and B-2 – Scopes of Work

Exhibit C, C-1, and C-2 – 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, Exhibits B, B-1, and B-2."

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, B-1, and B-2 (Scopes of Work), attached hereto and incorporated herein by reference."

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

"A. The term of this Agreement shall be effective July 1, 2019 and shall continue in full force and effect through June 30, 2022, unless sooner terminated or extended, in whole or in part, as provided in this Contract."

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 five hundred twenty thousand, two hundred three dollars (\$530,203) 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.

(3) For the period of July 1, 2021 through June 30, 2022, the obligation of County for all services provided hereunder shall not exceed one hundred eighty-two thousand two hundred one dollars (\$182,201), as set forth in Exhibit C-2, attached hereto and incorporated herein by reference."

8. Paragraph 6, INVOICES AND PAYMENT, 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 Exhibits B, B-1, and B-2, and in accordance with Exhibits C, C-1, and C-2 attached hereto and incorporated herein by reference."

9. Paragraph 34, CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS, of the ADDITIONAL PROVISIONS, shall be deleted in its entirety and replaced as follows:

"34. CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS:

A. Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV) and the Department of Workforce Development, Aging and Community Services at [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV) and DPSS will

refer qualified GAIN/GROW job candidates.

B. In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority."

10. Paragraph 45, FACSIMILE REPRESENTATIONS of the ADDITIONAL PROVISION, shall be deleted in its entirety and replaced with COUNTERPARTS AND ELECTRONIC SIGNATURES AND REPRESENTATIONS as follows:

"45. COUNTERPARTS AND ELECTRONIC SIGNATURES AND REPRESENTATIONS: This Contract may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Contract. The facsimile, email or electronic signature of the Parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals. The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to ALTERATIONS AND TERMS/AMENDMENTS Paragraph and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

11. 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: \_\_\_\_\_  
Carol P. Parks, Acting 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

RODRIGO A. CASTRO-SILVA,  
County Counsel

By: \_\_\_\_\_  
Samuel Petty  
Deputy City Attorney

APPROVED AS TO CONTRACT  
ADMINISTRATION:  
Department of Public Health

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

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

ATTEST:  
HOLLY L. WOLCOTT, City Clerk

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

By: \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

#05827

# EPRD/EMD Scope of Work

# EXHIBIT B-2

<b>CONTRACT REFERENCE</b>	LACDPH: City of Los Angeles: C-126913	<b>TERM(S)</b>	July 1, 2021 – June 30, 2022
<b>CONTRACT</b>	Los Angeles County Department of Public Health (LACDPH) Emergency Preparedness and Response Division (EPRD)		
<b>CONTRACTOR</b>	City of Los Angeles (City) Emergency Management Department (EMD)		
<b>EMPLOYEE SUPERVISION</b>	The EMD Public Health Liaison (PHL) is assigned to the EMD Community Preparedness and Engagement Division (CPED)/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 CPED/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
<b>1.0 Emergency Operations Planning</b>			
<p>Assist the EMD Planning Division by participating in the review and revision of City Emergency Operations Plans (EOPs), Annexes, Department Emergency Plans (DEP), 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.</p> <p><b>1.1</b> Review and update the City's Emergency Operations Plan (EOP) and all related annexes.</p>	<p><b>1.1 a</b> Review, revise and update the City's EOP and all related annexes (including but not limited to the pandemic, medical, health, mental health, chemical, biological, radiological and nuclear (CBRN) Annexes) 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</p>	Ongoing activities through June 30, 2022	Submit monthly statements of activities performed and include meeting agendas, meeting minutes, or other related

<p><b>1.2</b> Review and update City Department Emergency Plans (DEPs).</p>	<p>to LACDPH plans (e.g., Zika, Aerosolized Anthrax, Emerging Infectious Diseases, etc.)</p> <p><b>1.2a</b> Review, revise and update Citywide DEPs to ensure that public health issues are addressed.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>documentation including updated plans.</p> <p>Submit monthly statements of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>
<p><b>1.3</b> Review and update City Department Continuity of Operations Plans (COOPs) and related Standard Operating Procedures (SOPs) as appropriate.</p>	<p><b>1.3a</b> Review and update Citywide DEPs and SOPs to ensure public health, mental health, and medical issues are addressed.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statements of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>
<p><b>1.4</b> Review and update plans and procedures related to persons with disabilities or others with access and functional needs.</p>	<p><b>1.4a</b> Assist with the review and revision of City Disability, Access and Functional Needs (DAFN) Plans and SOPs to ensure public health issues are addressed.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statements of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>

<p><b>1.5</b> As needed, review and update any other emergency plans assigned to the EMD Planning Division</p>	<p><b>1.5a</b> Assist with the development, review, and/or revision of any new emergency plans or projects to ensure public health, mental health, and medical issues are addressed.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statements of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>
<p><b>2.0 Community Preparedness (PHEP Capability 1)</b> 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>)</p>			
<p><b>2.1</b> Integrate populations characterized as “at-risk” into City of Los Angeles emergency operations planning.</p>	<p><b>2.1a</b> 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.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.</p>
<p><b>2.2</b> Engage with community organizations and other partners to foster public health emergency preparedness and community engagement in the City of Los Angeles.</p>	<p><b>2.2a</b> 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.  <b>2.2b</b> Promote awareness of and access to public health, health care, human services, mental/behavioral health, and environmental health resources that help protect the community’s health and address the access and functional needs of at-risk individuals  <b>2.2c</b> Convene or participate with community partners to identify and implement additional ways to strengthen community resilience. Engage in preparedness activities that</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.</p>

	address the access and functional needs of the whole community as well as cultural, socioeconomic, and demographic factors.		
<p><b>3.0 Emergency Operations Coordination (PHEP Capability 3)</b></p> <p>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></p>			
<p><b>3.1</b> Improve emergency operations coordination and LACDPH participation in City of Los Angeles incidents.</p>	<p><b>3.1a</b> Facilitate communication and planning for the appropriate level of public health, health services, mental health, and emergency medical services participation and response. Coordinate participation by a subject matter expert from LACDPH when the City of Los Angeles engages in public health planning activities.</p> <p><b>3.1b</b> Coordinate with City emergency management officials to determine if public health will have a lead response role, a supporting role, or no role based on identified or potential public health consequences.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statements of activities performed including meeting agendas, meeting minutes, or other related planning documentation.</p>
<p><b>3.2</b> Build City of Los Angeles Emergency Operations Center (EOC) incident command system functions to support public health responses.</p>	<p><b>3.2a</b> 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. Document a flexible and scalable public health incident management structure that is consistent with NIMS and is coordinated with the jurisdictional incident, unified, or area command structure.</p> <p><b>3.2b</b> Identify EOC positions for LACDPH staff and provide opportunities for planning, participating, observing, and evaluating City of Los Angeles exercises.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>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)</p>

	<p><b>3.2c</b> 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.</p>		
<p><b>3.3</b> Improve EOC coordination in public health exercises and training</p>	<p><b>3.3a</b> Participate in jurisdictional, Operational Area, regional and statewide drills and exercises as related to public health and medical emergencies.</p> <p><b>3.3b</b> 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, workshops, and exercises, emerging infectious disease workgroups, steering committees, etc.</p> <p><b>3.3c</b> Work with EPRD and EMD to include the roles and responsibilities of public health in City emergency management related training programs as appropriate.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed including meeting minutes, summary notes, multi-year training plans, agendas, exercise materials, etc.</p>
<p><b>4.0 Information Sharing (PHEP Capability 6)</b> 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>			
<p><b>4.1</b> Share situational awareness to enable effective response during emergencies, field level incidents, and planned events</p>	<p><b>4.1</b> Identify and establish information flow protocols and data elements for sharing in coordination with LACDPH for effective response. Provide liaison services between public health agencies and the EMD Duty Officer or EOC as needed during actual incidents and events.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.</p>
<p><b>4.2</b> Share emergency information and warnings across disciplines, jurisdictions</p>	<p><b>4.2</b> Participate in regional public health meetings including but not limited to the Medical and Health Operational Area Coordination (MHOAC), Southern Regional Public Health</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas,</p>

	Exercise and Emergency Response (SRPHEER) committee, MSA collaboration, and other Operational Area meetings.		meeting minutes, or other related documentation.
<p><b>4.3</b> Utilize existing communication systems to strengthen community preparedness</p> <p><b>4.3a</b> 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. Identify strategies to reach populations at risk to be disproportionately impacted by incidents and those with limited access to public information messages</p> <p><b>4.3b</b> 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><b>4.3c</b> Participate in and/or coordinate relevant subject matter experts in any public information planning meetings.</p>		Ongoing activities through June 30, 2022	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><b>5.0 Countermeasures and Mitigation (HPP-PHEP Domain 4: Countermeasures and Mitigation)</b></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>			
<p><b>5.1</b> Execute a Memoranda of Understanding (MOU) with LACDPH and City of Los Angeles for MCM response</p>	<p><b>5.1</b> Develop and implement an agreement between the City of Los Angeles and LACDPH on the defined role and responsibilities in MCM and NPI response(s).</p>	Ongoing activities through June 30, 2022	Submit monthly statement of activities performed including copy of signed agreement.
<p><b>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.</b></p>			
<p><b>5.2</b> Coordinate planning for dispensing of MCM to the City of Los Angeles’ in a public health emergency using</p>	<p><b>5.2a</b> Identify medical point of dispensing (MPOD) sites and develop site-specific incident action plan (IAP) templates to support oral and vaccine MCM dispensing.</p>	Ongoing activities through June 30, 2022	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or

<p>LACDPH dispensing strategies</p>	<p><b>5.2b</b> In coordination with LACDPH, develop procedures for receiving, storing, handling, and dispensing MCM at MPOD sites.</p> <p><b>5.2c</b> 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>		<p>other related documentation including MPOD site plans and IAP templates</p>
<p><b>5.3</b> Coordinate with LACDPH to identify additional MCM dispensing strategies</p>	<p><b>5.3</b> Identify and engage partner agencies for additional MPOD site support and resources such as Closed PODs, drive-through PODs, etc. If memoranda of understanding (MOUs) are required, assist in coordinating development of MOUs.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed including copy of written activation dispensing procedures</p>
<p><b>5.4</b> Coordinate a Public Information Strategy with LACDPH</p>	<p><b>5.4</b> Develop a public information strategy to inform the affected population of dispensing operations prior to during MCM response.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.</p>
<p><b>5.5</b> Exercise MCM dispensing strategies for the City of Los Angeles</p>	<p><b>5.5</b> 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.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed including copy of exercise plan and after-action reports.</p>
<p><b>Medical Materiel Management and Distribution (PHEP Capability 9) Public health departments coordinate medical materiel management and distribution when a public health emergency overwhelms the routine community supply chain.</b></p>			
<p><b>5.7</b> Coordinate with LACDPH to support medical materiel</p>	<p><b>5.7a</b> In coordination with LACDPH EPRD, develop a MCM Distribution Concept of Operations for the City of Los Angeles including distribution site security and transportation</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas,</p>

<p>management and distribution</p>	<p>security processes for the activation of the MCM material receiving sites.</p> <p><b>5.7b</b> Assist in identifying a process for staffing City of Los Angeles sites and providing training.</p>		<p>meeting minutes, or other related documentation (e.g. MCM Distribution Concept of Operations draft).</p>
<p><b>Responder Safety and Health (PHEP Capability 14) 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.</b></p>			
<p><b>5.8</b> Ensure protocols and processes to provide MCM to first responders during an incident requiring MCM response are current and reflect best practices</p>	<p><b>5.8a</b> Review and refine plans and procedures to ensure that City first responders receive MCM needed to respond to a public health emergency.</p> <p><b>5.8b</b> Maintain available pre-positioned MCM caches held within the City of Los Angeles per agreement with LA County EMS Agency.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas, or meeting minutes, or other related documentation including pre-positioned MCM plan and signed pre-positioned MCM quarterly monitoring forms.</p>
<p><b>6.0 Strengthen Surge Management (HPP-PHEP Domain 5: Surge Management)</b> Support LACDPH to manage public health shelter and surge needs.</p>			
<p><b>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.</b></p>			
<p><b>6.1</b> Address the health needs of those impacted by an incident at congregate locations</p>	<p><b>6.1a</b> Review and update the City of Los Angeles Mass Care and Shelter Annex Health and Safety Appendix with public health response information.</p>	<p>Ongoing activities through June 30, 2022</p>	<p>Submit monthly statement of activities performed and include meeting agendas, or meeting minutes, or other related</p>

			documentation including a copy of the plan.
<b>6.2 Volunteer Management (PHEP Capability 15) Support LACDPH coordination of volunteers to support response to incidents.</b>			
<b>6.2</b> Connect medical, health, mental health and other licensed professionals to the Medical Reserve Corps (MRC) Los Angeles	<b>6.2</b> 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, 2022	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.

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

**CONTRACT BUDGET SUMMARY**

**CONTRACTOR/VENDOR NAME:** City of Los Angeles

**CONTRACT NUMBER:** PH004087

**SCHEDULE/PROJECT NUMBER:**

**BUDGET PERIOD:** July 1, 2021 - June 30, 2022

**FUNDING SOURCE:** CDC 2021-2022 Public Health Emergency Preparedness Cooperative Agreement -  
Cities Readiness Initiative

<b>BUDGET SUMMARY</b>	
<b>BUDGET CATEGORY</b>	<b>AMOUNT</b>
Salaries	\$ 87,425
Employee Benefits	\$ 40,625
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
Consultant/Contractual	\$ -
Other	\$ -
Indirect Costs @ 61.94% of Salaries	\$ 54,151
<b>TOTAL COST</b>	<b>\$ 182,201</b>

\*To request funds for indirect costs, agency must have one of the following:  
Federal Negotiated Indirect Cost Rate Agreement (NICRA)  
Auditor Certified Indirect Cost Rate