

City of Los Angeles

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July 22, 2025

Council File:  
Council District: Citywide  
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Honorable Members of the City Council  
City of Los Angeles  
c/o City Clerk, City Hall  
200 N. Spring Street  
Los Angeles, CA 90012

**REPORT FROM THE LOS ANGELES HOUSING DEPARTMENT ON UNITED TO HOUSE LOS ANGELES (ULA) CAPACITY-BUILDING AND OUTREACH PROGRAM FOR TENANT LEADERSHIP, GOVERNANCE, AND OWNERSHIP; REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACT WITH THE LIBERTY HILL FOUNDATION**

**SUMMARY**

Pursuant to Council File (CF) 23-0038, implementation recommendations for FY 2023-24 United to House Los Angeles (ULA) Interim Program Guidelines and Expenditure Plan that was approved by City Council on October 31, 2023, the Los Angeles Housing Department (LAHD) issued a Request for Proposals (RFP) in December 2024 to solicit for qualified organizations that have experience developing and administering capacity-building resources that support new models of tenant participation in building governance and/or tenant ownership. The RFP solicited proposals for a ULA Capacity-Building Program to (1) design a curriculum of educational materials, tools, and strategies for partners to consider various approaches to resident management and/or resident ownership, (2) mobilize outreach teams, residents, and organizers to cultivate community ownership opportunities, (3) provide training, tools, and technical assistance on housing operations, property management, and forming governing bodies, (4) monitor the functioning of tenant governance activities, and lastly, (5) report on performance and progress of the program. These services will support implementation of the ULA Capacity-Building Program, in accordance with the Permanent Program Guidelines approved by the City Council on December 10, 2024 (CF 23-0038-S8). The ULA Capacity-Building Program is intended to support the success of tenant-led governance models and tenant ownership models that are envisioned under the ULA Alternative Models for Permanent Affordable Housing Program (ULA Alternative Models) and the ULA Acquisition and

Rehabilitation of Affordable Housing Program (ULA Acq/Rehab). After completion of the RFP process, LAHD has selected the Liberty Hill Foundation as the contractor to administer the ULA Capacity-Building Program.

## **RECOMMENDATIONS**

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

1. AUTHORIZE the General Manager of the Los Angeles Housing Department (LAHD), or designee, to negotiate and execute a contract with the Liberty Hill Foundation, for a four-year term to commence upon execution by the City, and for an amount not to exceed \$14,885,713, subject to the following: (1) availability of funds; (2) contractor's continuing compliance with applicable federal, state, and local government legislation; (3) satisfactory contractor performance; and (d) approval of the City Attorney as to form and legality, in substantial conformance to the draft document attached (see ATTACHMENT A).
2. AUTHORIZE the Controller to establish a new appropriation account 43AU17-Capacity-Building Program and transfer \$2,924,951.53 from 43AU07-OpAs\_CpBld\_HO to this new account within the House LA Fund No. 66M.
3. AUTHORIZE the General Manager of LAHD, or designee, to prepare Controller instructions and make necessary technical adjustments consistent with the Mayor and Council actions, subject to the approval of the City Administrative Officer (CAO), and instruct the Controller to implement the instructions.

## **BACKGROUND**

On December 10, 2024, City Council adopted the ULA Program Guidelines that included the goals and requirements for the Capacity-Building Program (CF 23-0038-S8). The Capacity-Building Program supports opportunities for low-income tenant households and organizations to explore new models for tenant governance, collective or shared-equity ownership, and building management. Through this program, the program administrator will develop capacity-building resources, including tools, templates, models, and training, and will provide those resources to the developers, community partners, owners, property managers, current residents, and potential future residents of projects that are seeking, or have secured, funding from the ULA Alternative Models and ULA Acquisition and Rehabilitation Programs, as well as other publicly-funded affordable housing projects in the Los Angeles region that similarly employ resident and community ownership models of permanently affordable social housing. The goals of the Capacity-Building Program are to:

- Facilitate and support tenant participation in building management;
- Provide training and resources to ensure long-term stability of non-profit and tenant-managed properties;
- Support residents and property managers in implementing and sustaining non-profit, land trust, cooperative and tenant-led management and/or ownership models; and
- Facilitate equitable access to participation in ULA Affordable Housing Programs, specifically the ULA Alternative Models Program and the ULA Acq/Rehab Program.

The source of funds for this contract is the United to House LA Fund (House LA Fund). The total amount for the four-year contract is up to \$14,885,713. Funding for the first contract year is \$3,224,951.53, which includes the contractor’s fees and program expenses to create and implement the ULA Capacity-Building and Outreach Services for Tenant Homeownership Program. An initial amount of \$300,000 in the form of ULA Administration funds was approved by the City Council in FY 2023-24, and an additional \$2,924,951 in ULA Capacity-Building Program funding was approved by City Council for FY 2024-25 (CF 23-0038-S7). The estimated annual budget for each subsequent contract year is projected in Table 1 based on the most recent ULA Three-Year Expenditure Plan, which was approved on July 3, 2025, by the Mayor and City Council for FY 2025-26 (CF 23-0038-S7). The actual budget and contract amount per year for this program is determined by a prescribed formula in the ULA Ordinance that allocates the House LA Fund, and is subject to the approval by the Los Angeles City Council and the Mayor through the Annual Expenditure Plan process.

*Table 1: Budget*

<b>Actual and Estimated Annual Budget for the ULA Capacity-Building and Outreach Services for Tenant Homeownership Program</b>		
<b>Year 1</b>	<b>FY 2023-24</b> <b>FY 2024-25</b>	<b>\$300,000</b> <b>\$2,924,951</b> <b>Total: \$3,224,951</b>
Year 2	FY 2025-26	\$3,908,594*
Year 3	FY 2026-27	\$3,876,084**
Year 4	FY 2027-28	\$3,876,084**

\* Approved by City Council and Mayor on July 3, 2025 (CF 23-0038-S7)

\*\* Estimated budget, subject to the approval by City Council and Mayor

## **SERVICES PROVIDED BY THE CONTRACTOR**

LAHD seeks to cultivate new models for community governance and, in some cases ownership, that empowers tenants to directly and meaningfully participate in the decision-making processes of their buildings and steward long-term community control of the land and housing. In order to prepare for these shifting roles and responsibilities of and among the developer, owner(s), property manager, and residents, the contractor will be responsible for providing the following services:

1. **DESIGN:** Research and design models of resident governance/ management and ownership.
2. **OUTREACH & ENGAGEMENT:** Lead community engagement workshops, listening sessions, interviews and/or charrettes to gather information to develop a robust curriculum for cultivating community and tenant governance and ownership. Provide outreach workers and organizers to inform affordable housing developers, property managers, Community Land Trusts, Limited Equity Housing Cooperatives, tenant households, tenant unions and other stakeholders about community- and tenant-ownership opportunities.

3. **TRAINING & TOOLS:** Develop educational materials, strategies, tools and/or curriculum to provide trainings to residents, developers, building owners and property managers that are interested and/or implementing resident-engaged management and/or resident ownership models, including ongoing support and technical assistance throughout various stages of the development process. Providing template agreements and policies that tenants and their representatives can build off of and customize for their own properties.
4. **MONITORING & COMPLIANCE:** Design and facilitate a system that is integrated with the above training activities, to monitor and support compliance with any regulatory agreements, management of governing boards, and to evaluate activities related to the community- and tenant-ownership programs.
5. **EVALUATION & REPORTING:** Develop and collect on a regular basis various metrics to evaluate program performance and participation progress in order to address challenges expeditiously and ensure program success.

### **REQUEST FOR PROPOSALS (RFP) PROCESS**

Concurrent to the approval of the ULA Program Guidelines, LAHD released a RFP on the Regional Alliance Marketplace for Procurement (RAMP) to solicit for qualified organizations that have experience developing and administering capacity-building resources for new models of tenant participation in building management and/or tenant ownership on December 2, 2024. To be eligible for consideration, proposers were required to be qualified to conduct business in California and be in good standing with applicable regulatory oversight agencies. The RFP required that all proposers possess a minimum of four (4) years of experience performing or partnering with Community Based Organizations to administer the services solicited. In addition, proposers must have 501(c)(3) status and have one or more previously established partnerships with organizations that have active tenant management or ownership projects. Given the temporary outage of the RAMP website for maintenance from December 9, 2024, to January 7, 2025, and the Los Angeles Wildfires during the month of January 2025, two (2) mandatory proposers' conferences were held on December 12, 2024, and February 20, 2025, and the deadline for proposals was extended to March 17, 2025, 5:00 PM (PDT).

LAHD established two (2) evaluators to objectively review proposal submissions, composed of LAHD policy staff that have knowledge of programs and policies regarding tenants' rights, social housing, community land trusts, and tenant ownership and management.

### **RFP Results**

After an initial threshold review to determine if the minimum eligibility requirements and City contracting requirements were met, LAHD received one (1) eligible proposal. The proposal was evaluated and scored based on its responsiveness to the RFP in accordance with the criteria described in Table 2 below. After careful consideration, the scoring process resulted in a high score of 94 for the single proposal received from Liberty Hill Foundation.

Table 2: Evaluation Criteria

Evaluation Criteria	Points
<u>Demonstrated Experience and Ability</u> Experience providing tenant-based outreach and education services of a similar nature; experience conducting research and program analysis in the fields of affordable housing and tenant management and/or tenant ownership; experience training new organizations and/or board members of nonprofits in the areas of property management, asset management, building and organizational budgeting, reporting and legal compliance activities; and experience with and approach to providing services to the communities anticipated to be targeted for capacity-building activities.	30
<u>Qualifications</u> Proposer's capacity to provide the required services including: assigned program staff size, staff job descriptions, program staffing capabilities and resumes, major accomplishments, work plan (including pre-identification of potential subcontractors), details about previous outcomes related to research, program development, designing strategies, capacity to complete project within a reasonable amount of time, and other items as outlined in the Proposal Package section of this RFP. If additional resources and/or staff are needed for the Proposer to fully execute the Scope of Work, these gaps must be identified in the work plan along with an outline for bridging such gaps. If subcontractors will be used to implement elements of the Proposal Package, and specific subcontractors have been identified at the time of submission, their qualifications must also be provided.	30
<u>Service Approach</u> Proposed approach to providing the required services (as indicated in Section II.B., Scope of Work).	30
<u>Proposed Fees</u> The reasonableness and appropriateness of the proposed costs as indicated in the Proposer's submitted fee schedule and in relation to all other proposals.	10
<b>TOTAL POINTS</b>	<b>100</b>
<b>Local Business Preference</b>	<b>Up to 12 points</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>112</b>

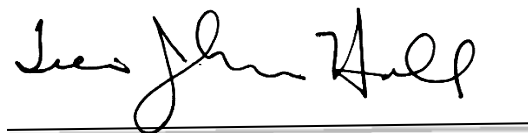
### **APPEALS PROCESS**

On April 29, 2025, LAHD notified the proposer of the results of the proposal evaluations and whether or not they would be recommended for funding, based on the evaluation of their proposal. The proposer was informed of their right to file an appeal by submitting a letter to LAHD within five business days of receiving notification of the RFP results. No appeal requests were received by the deadline.

### **FISCAL IMPACT**

There is no impact to the General Fund. The actions recommended in this report will be funded by revenue collected from Measure United to House LA (ULA). An initial \$300,000 of the funding was allocated from FY 2023-24 Administration allocation, and the remaining will be allocated from the ULA Capacity-Building Program allocation.

Approved By:

A handwritten signature in black ink, appearing to read "Tiena Johnson Hall", is written over a double horizontal line.

TIENA JOHNSON HALL  
General Manager  
Los Angeles Housing Department

ATTACHMENT:

Attachment A: Liberty Hill Foundation - ULA Capacity-Building Proforma

PROFESSIONAL SERVICES AGREEMENT

Contractor: Liberty Hill Foundation

Title: ULA Capacity-Building and Outreach Services

Said Agreement is Number \_\_\_\_\_ of City Contracts

## Table of Contents

<b>I.</b>	<b>INTRODUCTION .....</b>	<b>2</b>
§101.	Parties to the Agreement .....	2
§102.	Representatives of the Parties and Service of Notices .....	2
§103.	Conditions Precedent to Execution of This Agreement .....	3
<b>II.</b>	<b>TERM AND SERVICES TO BE PROVIDED .....</b>	<b>3</b>
§201.	Time of Performance .....	3
§202.	Services to be Provided by the Contractor .....	3
<b>III.</b>	<b>PAYMENT .....</b>	<b>10</b>
§301.	Compensation and Method of Payment .....	10
<b>IV.</b>	<b>STANDARD PROVISIONS .....</b>	<b>10</b>
§401.	Construction of Provisions and Titles Herein .....	11
§402.	Applicable Law, Interpretation and Enforcement .....	11
§403.	Time of Effectiveness .....	11
§404.	Integrated Contract .....	12
§405.	Amendment .....	12
§406.	Excusable Delays .....	12
§407.	Waiver .....	12
§408.	Suspension .....	12
§409.	Termination .....	13
§410.	Independent Contractor .....	15
§411.	Contractor's Personnel .....	15
§412.	Assignment and Delegation .....	15
§413.	Permits .....	16
§414.	Claims for Labor and Materials .....	16
§415.	Current Los Angeles City Business Tax Registration Certificate Required .....	16
§416.	Retention of Records, Audit, and Reports .....	16
§417.	Bonds .....	16
§418.	Indemnification .....	17
§419.	Intellectual Property Indemnification .....	17
§420.	Intellectual Property Warranty .....	17
§421.	Ownership and License .....	18
§422.	Data Protection .....	18
§423.	Insurance .....	19
§424.	Best Terms .....	19
§425.	Warranty and Responsibility of Contractor .....	19
§426.	Mandatory Provisions Pertaining to Non-Discrimination in Employment .....	19
§427.	Child Support Assignment Orders .....	20
§428.	Living Wage Ordinance .....	20
§429.	Service Contractor Worker Retention Ordinance .....	21
§430.	Access and Accommodations .....	21
§431.	Contractor Responsibility Ordinance .....	21
§432.	Business Inclusion Program .....	21



§433. Slavery Disclosure Ordinance.....	22
§434. First Source Hiring Ordinance .....	22
§435. Local Business Preference Ordinance .....	22
§436. Iran Contracting Act .....	22
§437. Restrictions on Campaign Contributions and Fundraising in City Elections .....	22
§438. Contractors’ Use of Criminal History for Consideration of Employment Applications ..	23
§439. Limitation of City’s Obligation to Make Payment to Contractor .....	23
§440. Compliance with Identity Theft Laws and Payment Card Data Security Standards .....	23
§441. Compliance with California Public Resources Code Section 5164.....	24
§442. Possessory Interests Tax .....	24
§443. Confidentiality .....	24
§444. Contractor Data Reporting.....	25
§445. Conflict of Interest .....	25
§446. Disclosure of Border Wall Contracting Ordinance.....	27
§447. City’s Additional Remedies.....	27
§448. Payment Does Not Imply Acceptance of Work.....	28
§449. Work Not in Scope of Services.....	28
§450. Compliance with Current Applicable Safety Protocols and Laws.....	28
<b>V. ENTIRE AGREEMENT .....</b>	<b>28</b>
§501. Complete Agreement .....	28
§502. Counterparts and Electronic Signatures.....	28
§503. Ratification Clause.....	29
§504. Number of Pages and Attachments.....	29
<b>VI. SIGNATURE PAGE.....</b>	<b>30</b>

## **Exhibits**

Exhibit A	Required Insurance and Minimum Limits Insurance Contractual Requirements
Exhibit B	Notice of Prohibition Against Retaliation
Exhibit C	Professional Fee Schedule

AGREEMENT NUMBER \_\_\_\_ OF CITY CONTRACTS  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
LIBERTY HILL FOUNDATION

THIS AGREEMENT is made and entered into by and between the City of Los Angeles (“City”), a municipal corporation, and Liberty Hill Foundation (“Contractor”), a California nonprofit corporation.

**W I T N E S S E T H**

WHEREAS, the Los Angeles Housing Department (“LAHD”), is charged with the development of citywide housing policy and support of safe and livable neighborhoods through the promotion, development and preservation of decent and affordable housing; and

WHEREAS, the City cooperates with private organizations, other agencies of the City and agencies of other governmental jurisdictions in carrying out certain functions and programs which are its responsibility; and

WHEREAS, the project which is the subject of this agreement, hereinafter called the “Agreement,” has been established by the City as one of the above-described programs, and has been funded in the LAHD budget, with eligible administered funds, which has been approved by the Los Angeles City Council and the Mayor; and

WHEREAS, the services to be provided herein are of a professional, expert, temporary, and occasional nature; and

WHEREAS, pursuant to Los Angeles City Charter Section 1022, the City Council or designee has determined that the work can be performed more economically or feasibly by independent contractors than by City employees; and

WHEREAS, on October 31, 2024, the City released a Request for Proposals (RFP) to select a contractor to provide United to House Los Angeles (ULA) Capacity-Building and Outreach Services (hereinafter, the “Services”), and the Contractor applied to and was awarded a contract under the RFP; and

WHEREAS, the City and the Contractor are desirous of executing this Agreement as authorized by the City Council and the Mayor (refer to Council File Number ###-#### approved by City Council on **Month Day, 2025** and concurred by the Mayor on **Month Day, 2025**) which authorizes the General Manager of LAHD to prepare and execute the Agreement.

[Remainder of page left intentionally blank]

**NOW, THEREFORE,** the City and the Contractor agree as follows:

**I. INTRODUCTION**

§101. Parties to the Agreement

The parties to this Agreement are:

- A. The City of Los Angeles, a municipal corporation, having its principal office at 200 North Spring Street, Los Angeles, California 90012.
- B. The Contractor, known as Liberty Hall Foundation, a California nonprofit corporation, having its principal office at 1001 Wilshire Boulevard, PMB 2170 Los Angeles, CA 90017.

§102. Representatives of the Parties and Service of Notices

- A. The representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands and communications shall be given are as follows:

- 1. The representative of the City shall be, unless otherwise stated in the Agreement:

Tiena Johnson Hall, General Manager  
Los Angeles Housing Department  
1910 West Sunset Blvd, 3rd Floor  
Los Angeles, CA 90026

With copies to:

Cally Hardy, Senior Housing Planning and Economic Analyst, Strategic  
Engagement and Policy Division  
Los Angeles Housing Department  
1910 West Sunset Blvd, 3rd Floor  
Los Angeles, CA 90026

- 2. The representative of the Contractor shall be:

Shane Murphy Goldsmith, President and Chief Executive Officer  
Liberty Hall Foundation  
1001 Wilshire Blvd, PMB 2170  
Los Angeles, CA 90017  
sgoldsmith@libertyhill.org

Formal notices, demands and communications to be given hereunder by either party shall be made in writing and may be effected by personal delivery or by registered

or certified mail, postage prepaid, return receipt requested and shall be deemed communicated as of the date of mailing.

If the name of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice shall be given, in accordance with this section, within five (5) working days of said change.

#### §103. Conditions Precedent to Execution of This Agreement

Contractor shall provide copies of the following documents to the City:

- A. Proof of insurance in accordance with §423 of this Agreement and as detailed in Exhibit A which is made a part hereof.
- B. Certification of Compliance with the City's Living Wage Ordinance Service Contractor Worker Retention and Living Wage Policy in accordance with §428 of this Agreement attached hereto as Exhibit B which is made a part hereof.
- C. Certification of Compliance with the City's Slavery Disclosure Ordinance in accordance with §433 of this Agreement, First Source Hiring Ordinance in accordance with §434 of this Agreement, Local Business Preference Ordinance in accordance with §435 of this Agreement, and Disclosure of Border Wall Contracting Ordinance in accordance with §446 of this Agreement, all of which are available on the City of Los Angeles' Regional Alliance Marketplace for Procurement ("RAMP") at [www.rampla.org](http://www.rampla.org), prior to award of a City contract.
- D. Contractor was provided with a copy of LAHD Directive Number FY12-0001 in accordance with §445.B.1. of this Agreement and agrees to abide therewith.

## II. TERM AND SERVICES TO BE PROVIDED

#### §201. Time of Performance

The term of this Agreement shall commence **upon execution by the City and shall expire four years thereafter ("Agreement Term")**. Said term is subject to the provisions herein. Performance shall not commence until the Contractor has obtained the City's approval of the documents identified in §103 above, and the insurance requirements as forth below in this Agreement.

#### §202. Services to be Provided by the Contractor

The Contractor shall provide contractual services which are supported by the work task schedule identified in this section. All work is subject to prior City approval. Failure to receive approval may result in withholding compensation pursuant to §301.

**The Contractor shall provide services as follows:**

1. **DESIGN:** Research and design models of resident governance/management and ownership.
2. **OUTREACH & ENGAGEMENT:** Lead community engagement workshops, listening sessions, interviews and/or charrettes to gather information to develop a robust curriculum for cultivating community and tenant governance and ownership. Provide outreach workers and organizers to inform affordable housing developers, property managers, Community Land Trusts, Limited Equity Housing Cooperatives, tenant households, tenant unions and other stakeholders about community- and tenant-ownership opportunities.
3. **TRAINING & TOOLS:** Develop educational materials, strategies, tools and/or curriculum to provide trainings to residents, developers, building owners and property managers that are interested and/or implement resident-engaged management and/or resident ownership models, including ongoing support and technical assistance throughout various stages of the development process. Provide sample agreements and policies that tenants and their representatives can build from and customize for their own properties.
4. **MONITORING & COMPLIANCE:** Design and facilitate a system that is integrated with the above training activities, to monitor and support compliance with any regulatory agreements, management of governing boards, and to evaluate activities related to the community- and tenant-ownership programs.
5. **EVALUATION & REPORTING:** Develop and collect, on a regular basis, various metrics to evaluate program performance and participation progress in order to address challenges expeditiously and ensure program success.

These capacity-building resources are intended to support resident and community ownership models of permanently affordable social housing. These Capacity-Building Services are further detailed in the sections below.

### 1. Design

The Capacity-Building Program Guidelines identify and acknowledge the innovative nature of the ULA Affordable Housing Programs (in particular, the Alternative Models for Permanent Affordable Housing Program and the Acquisition and Rehabilitation of Affordable Housing Program). By and large, tenant governance models have not been implemented by the City and may need to be adapted to local needs. Accordingly, implementation of the Capacity-Building Program shall require LAHD, contractor, and/or any subcontractor to conduct case study research to iterate on existing models and design new models that articulate various approaches to resident management and/or resident ownership. This program should functionally integrate into the Alternative Models For Permanent

Affordable Housing Program and Acquisition and Rehabilitation of Affordable Housing Program, respectively. Research and data analyses should produce a curriculum of educational materials, tools, and strategies for developers, community partners and residents interested in pursuing social housing models via ULA and/or other funding sources. The contractor will ensure program curriculum will coalesce with other efforts by assessing its contribution to the evolving repository of community ownership policies and practices that support the preservation of affordable housing.

As described above, subject to funding availability and administrative capacity, these resources and activities may also be made available to residents of other publicly-funded affordable housing projects in the Los Angeles region that similarly employ resident and community ownership models of permanently affordable social housing.

These models are not intended to be *one-size-fits-all*, but may be both general and introductory to interested nonprofit community organizations and residents, as well as project and property specific, with best-practice design tailored to maximize likely success in specified circumstances.

## **2. Outreach & Engagement**

In accordance with funding capacity, the Capacity-Building Program should mobilize outreach team(s) and organizers to inform potential future residents, current residents, developers, community partners, owners, and property managers that are seeking or have secured funding from the Alternative Models for Permanent Affordable Housing Program and Acquisition and Rehabilitation of Affordable Housing Program to support resident management and potential ownership opportunities. Outreach activities may include, but are not limited to:

- Phone and text banking tenants.
- Door to door canvassing and flier distribution.
- Mailing fliers or postcards.
- Orientation sessions.

The Contractor will need to demonstrate the required culturally competent and linguistically tailored community outreach strategies to achieve the following objectives:

- a. PARTICIPATION:** Lead and learn from engagement opportunities necessary to collect and synthesize qualitative and quantitative information to develop a comprehensive training program that cultivates community ownership models in Los Angeles. The program curriculum should build on

best-practices and respond directly to existing challenges experienced by community-owned housing programs.

- b. **EDUCATION:** Inform residents, resident counsels, developers, property managers and community-based organizations about opportunities and services available to cultivate existing and new community-owned housing projects. Provide technical assistance to program participants to build capacity for the development, planning and implementation of resident management and ownership.
- c. **ACTIVATION:** Organize participation through an informed, structured governance process that involves residents, such as resident councils, housing cooperatives, governing boards of residents, etc. Inclusive activation strategies should be culturally and linguistically tailored to the specific needs of the residents across various household demographics and compositions to encourage participation.

### 3. Training & Tools

#### *Training*

Training will be the central component of the Capacity-Building Program, inclusive of ongoing support to residents, developers, community members, building owners and property managers who are currently implementing or planning to implement tenant management and/or pursue tenant ownership models. Ongoing support and technical assistance in implementing tenant management and tenant ownership is vital to ensuring long-term stability of these Capacity-Building Program components.

The Capacity-Building Program shall implement a training program for each building subject to the Alternative Models for Permanent Affordable Housing Program and/or the Acquisition and Rehabilitation of Affordable Housing Program to support participants (including residents, developers, community members, building owners and property managers) through various stages of the property management process. Training shall be project-specific in nature, and shall, at a minimum, address topics including residential leadership, organizing, mediation, property management, asset management, building budgeting, building systems and repairs, ownership financing, tenant-landlord law, nonprofit corporation laws and regulations applicable to the ownership entities, and Governing Board rights and responsibilities.

The Capacity-Building Program shall facilitate and support the formation of Governing Boards for the implementation and governance of tenant management,

and/or pursue resident ownership models, as appropriate. A Governing Board may take the form of a Resident Council, Homeowners Association, Co-op Board, or any other model that empowers building tenants as voting members. A Governing Board shall be vested with the authority to direct the operation and maintenance of a residential building, subject to by-laws and State law, as applicable. The contractor shall create a Resident and Organizer Property Management/Oversight Training Manual, which shall be updated and revised on an on-going basis.

LAHD may, at its discretion, in consultation with the ULA Citizen Oversight Committee (COC), expand the Capacity-Building Program training to include other areas of identified needs.

Training activities include, but are not limited to, the following:

- Individual Sessions: Initiated as requested by eligible participants, LAHD or the Contractor shall address specific questions and concerns raised by developers, community partners, owners, property managers, and current residents as they are raised, and as warranted, develop more extensive modules, materials, and curriculum.
- Workshops: Events that feature a presentation to a group of tenants, community partners, developers, and/or property managers, focused on specified elements of tenant management and/or tenant ownership. Workshops may be held at LAHD facilities, or other public or private facilities, including within a building or residential property where tenants reside. Workshops may be conducted virtually or in-person, and shall be conducted in multiple languages and be ADA accessible.
- Other Education Events: Alternative formats or structures may be utilized as deemed appropriate for tenant engagement. These events may be held virtually, in-person, or hybrid as is deemed most effective for the target audience. Virtual educational events may be delivered on social media through LAHD's sources/communities, as well as the contractor's social connections.

Training on relevant subjects related to housing operations shall be made available to all interested residents regardless of governance and/or ownership model utilized.

### ***Tools***

The Contractor shall furnish relevant Design research (as described above), including case studies, models, and templates to prospective eligible participants, including, but not limited to, future or current residents, developers, property



managers, and/or community partners, as well as provide direct technical assistance and support access to tenant governance resources as needed.

Tools specific to maintaining rental properties may include templates, models, and training to support predevelopment, leasing and/or asset and property management activities, with an overall focus on tenants' training and education, as well as implementation of Governing Boards, as described below. If property rehabilitation is required, LAHD may, in consultation with the ULA COC, provide education to the tenants on their rights and obligations during the rehabilitation process.

Tools specific to developing ownership projects may include support for the marketing plan, providing homebuyer training, and providing ongoing training to ensure the habitability, financial health, and sustainability of the property. Tools may evolve over time based on future policies established by the City to advance resident management and ownership opportunities.

#### **4. Monitoring & Compliance**

In collaboration with LAHD, the Contractor shall establish a monitoring and compliance system to track the functioning of tenant governance activities established consistent with the Alternative Models For Permanent Affordable Housing Program and/or the Acquisition and Rehabilitation of Affordable Housing Program. Tenant governance actions and responsibilities subject to monitoring and compliance shall be identified and highlighted in training sessions and workshops.

The Contractor shall track tenant governance activities and milestones pursuant to the Capacity-Building Program Guidelines and as enumerated in the contract terms for the selected contractor professional service contracts, that may include, but are not limited to:

- Meetings to create Community Agreements, which are documents that describe how a group of people will live together.
- Monthly gatherings between property management and residents to support community cohesion and raise issues related to the building.
- Quarterly meetings between residents and property management to review operations, management, and adjust Community Agreements.
- Semi-annual meetings between residents and property management to review budgets, financials, and actuals to determine budget priorities.
- In addition to the above, formation of a Governing Board, a body that directs the operations and maintenance of a property with voting rights for

residents. For rental properties, the Resident Council is a representative body elected by residents and would serve as the rental property's Governing Board. The Resident Council or other resident Governing Board must be convened within twelve (12) months after the building is initially leased up and must meet regularly. For a property that has been acquired with tenants already in place, the formation of a Governing Board may take up to eighteen (18) months. If the building is developed or acquired by a Community Land Trust (CLT), it is already considered an alternative tenant-led model. The CLT will present a community outreach plan, plans to form a Resident Council or ownership model (if considered), and plans to incorporate tenants into the CLT board within twelve (12) months of the finished development or acquisition.

At LAHD's discretion, and in negotiation of the selected Contracting Partner(s)'s Scope of Services, monitoring activities may be extended to include the monitoring of regulatory agreements and/or mandated activities.

## **5. Evaluation & Reporting**

LAHD and the contractor are required to ensure that the City's investment of ULA funds in resident management and resident ownership meets the House LA Program Guidelines, Goals and Requirements. The Contractor will work with LAHD to develop and report on the data and metrics needed to identify successes and challenges of the program, that at minimum, consider the following:

- a. Ensuring that the contractor and LAHD are co-learning about resident management and resident ownership best practices;
- b. Understanding the impact of the developer/owner's participation in the program, in relation to the collective resident management and resident ownership goals of ULA;
- c. Assessing developer/owner program compliance to ensure accountability measures are implemented; and
- d. Evaluating the contractor's commitment to integrating racial equity into program implementation.

To generate opportunities for reflection, learning, troubleshooting, and co-creation of strategies for improvement, interested consultants will be required to provide LAHD with the necessary data and information to complete a holistic evaluation process at minimum, on an annual basis.

### III. PAYMENT

#### §301. Compensation and Method of Payment

- A. The City shall pay to the Contractor as compensation for complete and satisfactory performance of the terms of this Agreement, an amount not to exceed **Fourteen Million Eight Hundred Eighty-Five Thousand Seven Hundred Thirteen Dollars (\$14,885,713)**, according to Exhibit C – Professional Fee Schedule. The foregoing amount represents the total maximum compensation to be paid by the City to Contractor for services to be performed as designated by this Agreement. The Contractor understands and agrees that execution of this Agreement does not guarantee that any or all funds will be expended.
- B. The Contractor shall submit monthly invoices to LAHD. Each monthly invoice shall:
  - a) be submitted on the Contractor's letterhead; b) include the name, hours, rate of pay for all personnel to be paid; c) include evidence of the completed project; d) include supporting documentation for all approved purchases of equipment or supplies; and e) be accompanied by a statement detailing the work completed for the month. All expenses for travel must receive prior approval from the City and must be documented and will be paid only in conformance with City policies and procedures. Funds shall not be released until the City has approved the work received and is satisfied with the documentation included in the invoice.
- C. It is understood that the City makes no commitment to fund this Agreement beyond the terms set herein.
- D. Invoices and supporting documentation shall be prepared at the sole expense and responsibility of the Contractor. The City will not compensate the Contractor for any costs incurred for invoice preparation. The City may request, in writing, changes to the content and format of the invoice and supporting documentation at any time. The City reserves the right to request additional supporting documentation to substantiate costs at any time. All invoices must be signed by an officer of the Contractor under penalty of perjury that the information submitted is true and correct.
- E. Contractor agrees to offer the City any discount terms that are offered to its best customers for the goods and services to be provided hereunder and shall warrant that any applicable discounts have been included in the costs to the City.
- F. Contractor acknowledges that it is aware of liabilities resulting from submitting a false claim for payment by the City under the False Claims Act (Cal. Gov. Code §§12650 *et seq.*), including treble damages, costs of legal actions to recover payments, and civil penalties of up to \$10,000 per false claim.

### IV. STANDARD PROVISIONS

#### §401. Construction of Provisions and Titles Herein

All titles, subtitles, or headings in this Contract have been inserted for convenience, and shall not be deemed to affect the meaning or construction of any of the terms or provisions of this Contract. The language of this Contract shall be construed according to its fair meaning and not strictly for or against the City or Contractor. The word “Contractor” includes the party or parties identified in this Contract. The singular shall include the plural and if there is more than one Contractor, unless expressly stated otherwise, their obligations and liabilities shall be joint and several. Use of the feminine, masculine, or neuter genders shall be deemed to include the genders not used.

#### §402. Applicable Law, Interpretation and Enforcement

Each party’s performance shall comply with all applicable laws of the United States of America, the State of California, and the City, including but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing. This Contract shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. The Contractor shall comply with new, amended, or revised laws, regulations, or procedures that apply to the performance of this Contract with no additional compensation paid to the Contractor.

In any action arising out of this Contract, the Contractor consents to personal jurisdiction, and agrees to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.

If any part, term or provision of this Contract is held void, illegal, unenforceable, or in conflict with any federal, state or local law or regulation, the validity of the remaining parts, terms or provisions of this Contract shall not be affected.

#### §403. Time of Effectiveness

Unless otherwise provided, this Contract shall take effect when all of the following events have occurred:

- A. This Contract has been signed on behalf of the Contractor by the person or persons authorized to bind the Contractor;
- B. This Contract has been approved by the City Council or by the board, officer or employee authorized to give such approval;
- C. The Office of the City Attorney has indicated in writing its approval of this Contract as to form; and
- D. This Contract has been signed on behalf of the City by the person designated by the City Council, or by the board, officer or employee authorized to enter into this Contract.

#### §404. Integrated Contract

This Contract sets forth all of the rights and duties of the parties with respect to the subject matter of this Contract, and replaces any and all previous Contracts or understandings, whether written or oral, relating thereto. This Contract may be amended only as provided for in the provisions of §405 herein.

#### §405. Amendment

All amendments to this Contract shall be in writing and signed and approved pursuant to the provisions of §403.

#### §406. Excusable Delays

Neither party shall be liable for its delay or failure to perform any obligation under and in accordance with this Contract, if the delay or failure arises out of fires, floods, earthquakes, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by the party or any of the party's Subcontractors), freight embargoes, terrorist acts, insurrections or other civil disturbances, or other similar events to those described above, but in each case the delay or failure to perform must be beyond the control and without any fault or negligence of the party delayed or failing to perform (these events are referred to in this provision as "Force Majeure Events").

Notwithstanding the foregoing, a delay or failure to perform by a Subcontractor of the Contractor shall not constitute a Force Majeure Event, unless the delay or failure arises out of causes beyond the control of both the Contractor and Subcontractor, and without any fault or negligence of either of them. In such case, the Contractor shall not be liable for the delay or failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to perform timely. As used in this Contract, the term "Subcontractor" means a subcontractor at any tier.

In the event the Contractor's delay or failure to perform arises out of a Force Majeure Event, the Contractor agrees to use commercially reasonable best efforts to obtain the goods or services from other sources, and to otherwise mitigate the damages and reduce the delay caused by the Force Majeure Event.

#### §407. Waiver

A waiver of a default of any part, term or provision of this Contract shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

#### §408. Suspension

At the City's sole discretion, the City may suspend any or all services provided under this Contract by providing the Contractor with written notice of suspension. Upon receipt of the notice of suspension, the Contractor shall immediately cease the services suspended and shall not incur any additional obligations, costs or expenses to the City until the City gives written notice to recommence the services.

#### §409. Termination

##### A. Termination for Convenience

The City may terminate this Contract for the City's convenience at any time by providing the Contractor thirty days written notice. Upon receipt of the notice of termination, the Contractor shall immediately take action not to incur any additional obligations, costs or expenses, except as may be necessary to terminate its activities. The City shall pay the Contractor its reasonable and allowable costs through the effective date of termination and those reasonable and necessary costs incurred by the Contractor to effect the termination. Thereafter, the Contractor shall have no further claims against the City under this Contract. All finished and unfinished documents and materials procured for or produced under this Contract, including all intellectual property rights the City is entitled to, shall become City property upon the date of the termination. The Contractor agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership of rights provided herein.

##### B. Termination for Breach of Contract

1. Except as provided in §406, if the Contractor fails to perform any of the provisions of this Contract or so fails to make progress as to endanger timely performance of this Contract, the City may give the Contractor written notice of the default. The City's default notice will indicate whether the default may be cured and the time period to cure the default to the sole satisfaction of the City. Additionally, the City's default notice may offer the Contractor an opportunity to provide the City with a plan to cure the default, which shall be submitted to the City within the time period allowed by the City. At the City's sole discretion, the City may accept or reject the Contractor's plan. If the default cannot be cured or if the Contractor fails to cure within the period allowed by the City, then the City may terminate this Contract due to the Contractor's breach of this Contract.
2. If the default under this Contract is due to the Contractor's failure to maintain the insurance required under this Contract, the Contractor shall immediately: (1) suspend performance of any services under this Contract for which insurance was required; and (2) notify its employees and Subcontractors of the loss of insurance coverage and the Contractor's obligation to suspend performance of services. The Contractor shall not recommence performance until the Contractor is fully insured and in compliance with the City's requirements.

3. If a federal or state proceeding for relief of debtors is undertaken by or against the Contractor, or if the Contractor makes an assignment for the benefit of creditors, then the City may immediately terminate this Contract.
4. If the Contractor engages in any dishonest conduct related to the performance or administration of this Contract or violates the City's laws, regulations or policies relating to lobbying, then the City may immediately terminate this Contract.
5. Acts of Moral Turpitude
  - a. The Contractor shall immediately notify the City if the Contractor or any Key Person, as defined below, is charged with, indicted for, convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, any act which constitutes an offense involving moral turpitude under federal, state, or local laws ("Act of Moral Turpitude").
  - b. If the Contractor or a Key Person is convicted of, pleads nolo contendere to, or forfeits bail or fails to appear in court for a hearing related to, an Act of Moral Turpitude, the City may immediately terminate this Contract.
  - c. If the Contractor or a Key Person is charged with or indicted for an Act of Moral Turpitude, the City may terminate this Contract after providing the Contractor an opportunity to present evidence of the Contractor's ability to perform under the terms of this Contract.
  - d. Acts of Moral Turpitude include, but are not limited to: violent felonies as defined by Penal Code Section 667.5, crimes involving weapons, crimes resulting in serious bodily injury or death, serious felonies as defined by Penal Code Section 1192.7, and those crimes referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2); in addition to and including acts of murder, rape, sexual assault, robbery, kidnapping, human trafficking, pimping, voluntary manslaughter, aggravated assault, assault on a peace officer, mayhem, fraud, domestic abuse, elderly abuse, and child abuse, regardless of whether such acts are punishable by felony or misdemeanor conviction.
  - e. For the purposes of this provision, a Key Person is a principal, officer, or employee assigned to this Contract, or owner (directly or indirectly, through one or more intermediaries) of ten percent or more of the voting power or equity interests of the Contractor.
6. In the event the City terminates this Contract as provided in this section, the City may procure, upon such terms and in the manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and the

Contractor shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services.

7. If, after notice of termination of this Contract under the provisions of this section, it is determined for any reason that the Contractor was not in default under the provisions of this section, or that the default was excusable under the terms of this Contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to §409.A “Termination for Convenience”.
  8. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- C. In the event that this Contract is terminated, the Contractor shall immediately notify all employees and Subcontractors, and shall notify in writing all other parties contracted with under the terms of this Contract within five working days of the termination.

#### §410. Independent Contractor

The Contractor is an independent contractor and not an agent or employee of the City. The Contractor shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the City.

#### §411. Contractor’s Personnel

Unless otherwise approved by the City, the Contractor shall use its own employees to perform the services described in this Contract. The City has the right to review and approve any personnel who are assigned to work under this Contract. The Contractor shall remove personnel from performing work under this Contract if requested to do so by the City.

Contractor shall not use Subcontractors to assist in performance of this Contract without the prior written approval of the City. If the City permits the use of Subcontractors, the Contractor shall remain responsible for performing all aspects of this Contract and paying all Subcontractors. The City has the right to approve the Contractor’s Subcontractors, and the City reserves the right to request replacement of any Subcontractor. The City does not have any obligation to pay the Contractor’s Subcontractors, and nothing herein creates any privity of contract between the City and any Subcontractor.

#### §412. Assignment and Delegation

The Contractor may not, unless it has first obtained the written permission of the City:

- A. Assign or otherwise alienate any of its rights under this Contract, including the right to payment; or



B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.

§413. Permits

The Contractor and its directors, officers, partners, agents, employees, and Subcontractors, shall obtain and maintain all licenses, permits, certifications, and other documents necessary for the Contractor's performance of this Contract. The Contractor shall immediately notify the City of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents that relate to the Contractor's performance of this Contract.

§414. Claims for Labor and Materials

The Contractor shall promptly pay when due all amounts owed for labor and materials furnished in the performance of this Contract so as to prevent any lien or other claim under any provision of law from arising against City property (including reports, documents, and other tangible or intangible matter produced by the Contractor hereunder), and shall pay all amounts due under the Unemployment Insurance Act or any other applicable law with respect to labor used to perform under this Contract.

§415. Current Los Angeles City Business Tax Registration Certificate Required

For the duration of this Contract, the Contractor shall maintain valid Business Tax Registration Certificate(s) as required by the City's Business Tax Ordinance, Section 21.00 et seq. of the Los Angeles Municipal Code ("LAMC"), and shall not allow the Certificate to lapse or be revoked or suspended.

§416. Retention of Records, Audit, and Reports

The Contractor shall maintain all records, including records of financial transactions, pertaining to the performance of this Contract, in their original form or as otherwise approved by the City. These records shall be retained for a period of no less than three years from the later of the following: (1) final payment made by the City, (2) the expiration of this Contract or (3) termination of this Contract. The records will be subject to examination and audit by authorized City personnel or the City's representatives at any time. The Contractor shall provide any reports requested by the City regarding performance of this Contract. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

In lieu of retaining the records for the term as prescribed in this provision, the Contractor may, upon the City's written approval, submit the required information to the City in an electronic format, e.g. USB flash drive, at the expiration or termination of this Contract.

§417. Bonds

All bonds required by the City shall be filed with the Office of the City Administrative Officer, Risk Management for its review and acceptance in accordance with Los Angeles Administrative Code ("LAAC") Sections 11.47 *et seq.*, as amended from time to time.

#### §418. Indemnification

Except for the active negligence or willful misconduct of the City, or any of its boards, officers, agents, employees, assigns and successors in interest, the Contractor shall defend, indemnify, and hold harmless the City and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands, and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including the Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by the Contractor, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

#### §419. Intellectual Property Indemnification

The Contractor, at its own expense, shall defend, indemnify, and hold harmless the City, and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature arising out of the infringement, actual or alleged, direct or contributory, of any intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity, and proprietary information: (1) on or in any design, medium, matter, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by the Contractor, or its Subcontractors, in performing the work under this Contract; or (2) as a result of the City's actual or intended use of any Work Product (as defined in §421) furnished by the Contractor, or its Subcontractors, under this Contract. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

#### §420. Intellectual Property Warranty

The Contractor represents and warrants that its performance of all obligations under this Contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information.

#### §421. Ownership and License

Unless otherwise provided for herein, all finished and unfinished works, tangible or not, created under this Contract including, without limitation, documents, materials, data, reports, manuals, specifications, artwork, drawings, sketches, blueprints, studies, memoranda, computation sheets, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas, matters and combinations thereof, and all forms of intellectual property originated and prepared by the Contractor or its Subcontractors under this Contract (each a “Work Product”; collectively “Work Products”) shall be and remain the exclusive property of the City for its use in any manner the City deems appropriate. The Contractor hereby assigns to the City all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any Work Products originated and prepared under this Contract. The Contractor further agrees to execute any documents necessary for the City to perfect, memorialize, or record the City’s ownership of rights provided herein.

The Contractor agrees that a monetary remedy for breach of this Contract may be inadequate, impracticable, or difficult to prove and that a breach may cause the City irreparable harm. The City may therefore enforce this requirement by seeking injunctive relief and specific performance, without any necessity of showing actual damage or irreparable harm. Seeking injunctive relief or specific performance does not preclude the City from seeking or obtaining any other relief to which the City may be entitled.

For all Work Products delivered to the City that are not originated or prepared by the Contractor or its Subcontractors under this Contract, the Contractor shall secure a grant, at no cost to the City, for a non-exclusive perpetual license to use such Work Products for any City purposes.

The Contractor shall not provide or disclose any Work Product to any third party without prior written consent of the City.

Any subcontract entered into by the Contractor relating to this Contract shall include this provision to contractually bind its Subcontractors performing work under this Contract such that the City’s ownership and license rights of all Work Products are preserved and protected as intended herein.

#### §422. Data Protection

- A. The Contractor shall protect, using the most secure means and technology that is commercially available, City-provided data or consumer-provided data acquired in the course and scope of this Contract, including but not limited to customer lists and customer credit card or consumer data, (collectively, the “City Data”). The Contractor shall notify the City in writing as soon as reasonably feasible, and in any event within twenty-four hours, of the Contractor’s discovery or reasonable belief of any unauthorized access of City Data (a “Data Breach”), or of any incident affecting, or

potentially affecting City Data related to cyber security (a “Security Incident”), including, but not limited to, denial of service attack, and system outage, instability or degradation due to computer malware or virus. The Contractor shall begin remediation immediately. The Contractor shall provide daily updates, or more frequently if required by the City, regarding findings and actions performed by the Contractor until the Data Breach or Security Incident has been effectively resolved to the City’s satisfaction. The Contractor shall conduct an investigation of the Data Breach or Security Incident and shall share the report of the investigation with the City. At the City’s sole discretion, the City and its authorized agents shall have the right to lead or participate in the investigation. The Contractor shall cooperate fully with the City, its agents and law enforcement.

- B. If the City is subject to liability for any Data Breach or Security Incident, then the Contractor shall fully indemnify and hold harmless the City and defend against any resulting actions.

#### §423. Insurance

During the term of this Contract and without limiting the Contractor's obligation to indemnify, hold harmless and defend the City, the Contractor shall provide and maintain at its own expense a program of insurance having the coverages and limits not less than the required amounts and types as determined by the Office of the City Administrative Officer of Los Angeles, Risk Management (template Form General 146 in Exhibit A hereto). The insurance must: (1) conform to the City’s requirements; (2) comply with the Insurance Contractual Requirements (Form General 133 in Exhibit A hereto); and (3) otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. The Contractor shall comply with all Insurance Contractual Requirements shown on Exhibit A hereto. Exhibit A is hereby incorporated by reference and made a part of this Contract.

#### §424. Best Terms

Throughout the term of this Contract, the Contractor, shall offer the City the best terms, prices, and discounts that are offered to any of the Contractor’s customers for similar goods and services provided under this Contract.

#### §425. Warranty and Responsibility of Contractor

The Contractor warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within the Contractor’s profession, doing the same or similar work under the same or similar circumstances.

#### §426. Mandatory Provisions Pertaining to Non-Discrimination in Employment

Unless otherwise exempt, this Contract is subject to the applicable non-discrimination, equal benefits, equal employment practices, and affirmative action program provisions in LAAC Section 10.8 et seq., as amended from time to time.

- A. The Contractor shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City. In performing this Contract, the Contractor shall not discriminate in any of its hiring or employment practices against any employee or applicant for employment because of such person's race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, domestic partner status, marital status or medical condition.
- B. The requirements of Section 10.8.2.1 of the LAAC, the Equal Benefits Ordinance, and the provisions of Section 10.8.2.1(f) are incorporated and made a part of this Contract by reference.
- C. The provisions of Section 10.8.3 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Equal Employment Practices" provisions of this Contract.
- D. The provisions of Section 10.8.4 of the LAAC are incorporated and made a part of this Contract by reference and will be known as the "Affirmative Action Program" provisions of this Contract.

Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

#### §427. Child Support Assignment Orders

The Contractor shall comply with the Child Support Assignment Orders Ordinance, Section 10.10 of the LAAC, as amended from time to time. Pursuant to Section 10.10(b) of the LAAC, the Contractor shall fully comply with all applicable State and Federal employment reporting requirements. Failure of the Contractor to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment or Notices of Assignment, or the failure of any principal owner(s) of the Contractor to comply with any Wage and Earnings Assignment or Notices of Assignment applicable to them personally, shall constitute a default by the Contractor under this Contract. Failure of the Contractor or principal owner to cure the default within 90 days of the notice of default will subject this Contract to termination for breach. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

#### §428. Living Wage Ordinance

The Contractor shall comply with the Living Wage Ordinance, LAAC Section 10.37 *et seq.*, as amended from time to time. The Contractor further agrees that it shall comply with

federal law proscribing retaliation for union organizing. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§429. Service Contractor Worker Retention Ordinance

The Contractor shall comply with the Service Contractor Worker Retention Ordinance, LAAC Section 10.36 *et seq.*, as amended from time to time. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§430. Access and Accommodations

The Contractor represents and certifies that:

- A. The Contractor shall comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 *et seq.*, the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 *et seq.*, the Fair Housing Act, and its implementing regulations and any subsequent amendments, and California Government Code Section 11135;
- B. The Contractor shall not discriminate on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability;
- C. The Contractor shall provide reasonable accommodation upon request to ensure equal access to City-funded programs, services and activities;
- D. Construction will be performed in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 C.F.R. Part 40; and
- E. The buildings and facilities used to provide services under this Contract are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

The Contractor understands that the City is relying upon these certifications and representations as a condition to funding this Contract. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§431. Contractor Responsibility Ordinance

The Contractor shall comply with the Contractor Responsibility Ordinance, LAAC Section 10.40 *et seq.*, as amended from time to time.

§432. Business Inclusion Program

Unless otherwise exempted prior to bid submission, the Contractor shall comply with all aspects of the Business Inclusion Program as described in the Request for Proposal/Qualification process, throughout the duration of this Contract. The Contractor shall utilize the Regional Alliance Marketplace for Procurement (“RAMP”) at <https://www.rampla.org/s/>, to perform and document outreach to Minority, Women, and Other Business Enterprises. The Contractor shall perform subcontractor outreach activities through RAMP. The Contractor shall not change any of its designated Subcontractors or pledged specific items of work to be performed by these Subcontractors, nor shall the Contractor reduce their level of effort, without prior written approval of the City.

§433. Slavery Disclosure Ordinance

The Contractor shall comply with the Slavery Disclosure Ordinance, LAAC Section 10.41 *et seq.*, as amended from time to time. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§434. First Source Hiring Ordinance

The Contractor shall comply with the First Source Hiring Ordinance, LAAC Section 10.44 *et seq.*, as amended from time to time. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§435. Local Business Preference Ordinance

The Contractor shall comply with the Local Business Preference Ordinance, LAAC Section 10.47 *et seq.*, as amended from time to time. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§436. Iran Contracting Act

In accordance with California Public Contract Code Sections 2200-2208, all contractors entering into, or renewing contracts with the City for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the “Iran Contracting Act of 2010 Compliance Affidavit.”

§437. Restrictions on Campaign Contributions and Fundraising in City Elections

Unless otherwise exempt, if this Contract is valued at \$100,000 or more and requires approval by an elected City office, the Contractor, the Contractor’s principals, and the Contractor’s Subcontractors expected to receive at least \$100,000 for performance under the Contract, and the principals of those Subcontractors (the “Restricted Persons”) shall comply with Charter Section 470(c)(12) and LAMC Section 49.7.35. Failure to comply entitles the City to terminate this Contract and to pursue all available legal remedies. Charter Section 470(c)(12) and LAMC Section 49.7.35 limit the ability of the Restricted Persons to make campaign contributions to and engage in fundraising for certain elected

City officials or candidates for elected City office for twelve months after this Contract is signed. Additionally, a Contractor subject to Charter Section 470(c)(12) is required to comply with disclosure requirements by submitting a completed and signed Ethics Commission Form 55 and to amend the information in that form as specified by law. Any Contractor subject to Charter Section 470(c)(12) shall include the following notice in any contract with any Subcontractor expected to receive at least \$100,000 for performance under this Contract:

“Notice Regarding Restrictions on Campaign Contributions and Fundraising in City Elections

You are a subcontractor on City of Los Angeles Contract #\_\_\_\_\_. Pursuant to the City of Los Angeles Charter Section 470(c)(12) and related ordinances, you and your principals are prohibited from making campaign contributions to and fundraising for certain elected City of Los Angeles (“City”) officials and candidates for elected City office for twelve months after the City contract is signed. You are required to provide the names and contact information of your principals to the CONTRACTOR and to amend that information within ten business days if it changes during the twelve month time period. Failure to comply may result in termination of this Contract and any other available legal remedies. Information about the restrictions may be found online at [ethics.lacity.org](http://ethics.lacity.org) or by calling the Los Angeles City Ethics Commission at (213) 978-1960.”

§438. Contractors’ Use of Criminal History for Consideration of Employment Applications

The Contractor shall comply with the City Contractors’ Use of Criminal History for Consideration of Employment Applications Ordinance, LAAC Section 10.48 *et seq.*, as amended from time to time. Any subcontract entered into by the Contractor for work to be performed under this Contract must include an identical provision.

§439. Limitation of City’s Obligation to Make Payment to Contractor

Notwithstanding any other provision of this Contract, including any exhibits or attachments incorporated therein, and in order for the City to comply with its governing legal requirements, the City shall have no obligation to make any payments to the Contractor unless the City shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in this Contract. The Contractor agrees that any services provided by the Contractor, purchases made by the Contractor or expenses incurred by the Contractor in excess of the appropriation(s) shall be free and without charge to the City and the City shall have no obligation to pay for the services, purchases or expenses. The Contractor shall have no obligation to provide any services, provide any equipment or incur any expenses in excess of the appropriated amount(s) until the City appropriates additional funds for this Contract.

§440. Compliance with Identity Theft Laws and Payment Card Data Security Standards



The Contractor shall comply with all identity theft laws including without limitation, laws related to: (1) payment devices; (2) credit and debit card fraud; and (3) the Fair and Accurate Credit Transactions Act (“FACTA”), including its requirement relating to the content of transaction receipts provided to Customers. The Contractor also shall comply with all requirements related to maintaining compliance with Payment Card Industry Data Security Standards (“PCI DSS”). During the performance of any service to install, program or update payment devices equipped to conduct credit or debit card transactions, including PCI DSS services, the Contractor shall verify proper truncation of receipts in compliance with FACTA.

§441. Compliance with California Public Resources Code Section 5164

California Public Resources Code Section 5164 prohibits a public agency from hiring a person for employment or as a volunteer to perform services at any park, playground, or community center used for recreational purposes in a position that has supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes as referenced in the Penal Code, and articulated in California Public Resources Code Section 5164(a)(2).

If applicable, the Contractor shall comply with California Public Resources Code Section 5164, and shall additionally adhere to all rules and regulations that have been adopted or that may be adopted by the City. The Contractor is required to have all employees, volunteers and Subcontractors (including all employees and volunteers of any Subcontractor) of the Contractor working on premises to pass a fingerprint and background check through the California Department of Justice at the Contractor’s sole expense, indicating that such individuals have never been convicted of certain crimes as referenced in the Penal Code and articulated in California Public Resources Code Section 5164(a)(2), if the individual will have supervisory or disciplinary authority over any minor.

§442. Possessory Interests Tax

Rights granted to the Contractor by the City may create a possessory interest. The Contractor agrees that any possessory interest created may be subject to California Revenue and Taxation Code Section 107.6 and a property tax may be levied on that possessory interest. If applicable, the Contractor shall pay the property tax. The Contractor acknowledges that the notice required under California Revenue and Taxation Code Section 107.6 has been provided.

§443. Confidentiality

All documents, information, City Data (as that term is defined in §422), and materials provided to the Contractor by the City or developed by the Contractor pursuant to this Contract (collectively “Confidential Information”) are confidential. The Contractor shall not provide, and shall prohibit its employees and subcontractors from providing or disclosing, any Confidential Information or their contents or any information therein either orally or in writing, to any person or entity, except as authorized by the City or as required by law. The Contractor shall immediately notify the City of any attempt by a third party to

obtain access to any Confidential Information. This provision will survive expiration or termination of this Contract.

#### §444. Contractor Data Reporting

If the Contractor is a for-profit, privately owned business, the Contractor shall, within 30 days of the effective date of the Contract and on an annual basis thereafter (i.e., within 30 days of the annual anniversary of the effective date of the Contract), report the following information to the City via the Regional Alliance Marketplace for Procurement (“RAMP”) or via another method specified by the City: the Contractor’s and any Subcontractor’s annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner (“Contractor/Subcontractor Information”). The Contractor shall further request, on an annual basis, that any Subcontractor input or update its business profile, including the Contractor/Subcontractor Information, on RAMP or via another method prescribed by the City.

#### §445. Conflict of Interest

##### A. No City-funded Employees as Board Members

The City will not execute any Agreements and/or Amendments with Contractors where an employee (an individual who is paid or receives any financial benefit from funds from the Agreement with the City), is a member of the Board of Directors. The Board minutes must reflect this requirement.

##### B. Code of Conduct

1. The City requires that all Contractors/Subcontractors adopt a Code of Conduct which at minimum reflects the constraints discussed in LAHD Directive Number FY12-0001 (“Directive FY12-0001”). A copy of Directive FY12-0001 has been provided to the Contractor by LAHD and the Contractor acknowledges receipt of Directive FY12-0001. No agreements and/or amendments will be executed without the Contractor’s adoption of this Code of Conduct.
2. Further, the City requires compliance with the following conflict of interest requirements for all City funded contractors.

##### C. Conflict of Interest

1. Prior to obtaining the City’s approval of any subcontract, the Contractor shall disclose to the City any relationship, financial or otherwise, direct or indirect, of the Contractor or any of its officers, directors or employees or their immediate family with the proposed subcontractor and its officers, directors or employees.
2. The Contractor covenants that none of its directors, officers, employees, or agents shall participate in selecting, or administering any subcontract supported (in whole or in part) by City funds (regardless of source) where such person is a director,

officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or where such person knows or should have known that:

- a. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract;
- b. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or
- c. The participation of such person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.

3. Definitions:

- a. The term "immediate family" includes, but is not limited to, domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
  - b. The term "financial or other interest" includes, but is not limited to:
    - (1) Any direct or indirect financial interest in the specific contract, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.
    - (2) Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent (5%) or more; ownership of five percent (5%) or more of the stock; employment in a managerial capacity; or membership on the Board of Directors or governing body.
  - c. A subcontract is any agreement entered into by Contractor for the purchase of goods or services with any funds provided by this Agreement.
- D. Minutes of Board Meetings must reflect disclosure of transactions where Board Members may have had a direct or indirect interest/benefit in the action.
- E. No director, officer, employee (or agent) of the Contractor may be on the Board of Directors if they receive any financial benefit provided by any City Agreement.
- F. The Contractor further covenants that no officer, director, employee, or agent shall solicit or accept gratuities, favors, anything of monetary value from any actual or

potential subcontractor, supplier, a party to a sub agreement (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).

- G. The Contractor shall not subcontract with a former director, officer, or employee within a one (1) year period following the termination of the relationship between said person and the Contractor.
- H. For further clarification of the meaning of any terms used herein, the parties agree that references shall be made to the guidelines, rules, and laws of the City of Los Angeles, State of California, and Federal regulations regarding conflict of interest.
- I. The Contractor warrants that it has not paid or given and will not pay or give to any third person, any money or other consideration for obtaining this Agreement.
- J. The Contractor covenants that no member, officer or employee of the Contractor shall have interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work to be performed in connection with this project during his/her tenure as such employee, member or officer or for one (1) year thereafter.
- K. The Contractor shall incorporate the foregoing subsections of this Section into every agreement that it enters into in connection with this project, and shall substitute the term “subcontractor” for the term “Contractor” and “sub-subcontractor” for “Subcontractor”.
- L. Unless an exemption/waiver to Directive FY12-0001 was requested by the Contractor and approved by LAHD in writing prior to the execution of this Agreement, the Contractor shall be deemed to have adopted the Code of Conduct set forth within Directive FY12-0001 that meets the foregoing requirements upon execution of this Agreement, and the Contractor shall comply with the Code of Conduct throughout the term of this Agreement.

#### §446. Disclosure of Border Wall Contracting Ordinance

The Contractor shall comply with Los Angeles Administrative Code Section 10.50, ‘Disclosure of Border Wall Contracting.’ The City may terminate this Contract at any time if the City determines that the Contractor failed to fully and accurately complete the required affidavit and disclose all Border Wall Bids and Border Wall Contracts, as defined in Section 10.50.

#### §447. City’s Additional Remedies

The Contractor acknowledges and agrees that nothing contained in this Contract is, represents, or is intended to be construed as: a release, compromise, settlement, or waiver by the City of any cause of action that the City may have against the Contractor. The City reserves its rights in full, including, but not limited to, the right to bring any claim, cause

of action, or request for reimbursement against the Contractor in relation to this Contract and other transactions between the City and the Contractor.

**§448. Payment Does Not Imply Acceptance of Work**

The granting of any payment by the City, or the receipt thereof by the Contractor, in no way lessens the liability of the Contractor to replace unsatisfactory work, equipment, or materials although the unsatisfactory character of this work, equipment or materials may not have been apparent or detected at the time the payment was made. Materials, equipment, components, or workmanship that do not conform to the requirements of this Contract may be rejected by the City and upon rejection must be replaced by the Contractor without delay.

**§449. Work Not in Scope of Services**

The Contractor shall immediately notify LAHD in writing of any work that is requested to be performed that is outside of the original scope of work covered by this Agreement and §202 above. If it is determined that the request is outside of the scope of work, the Contractor shall not perform the requested work unless and until (i) the City's designated contract administrator approves the request in writing and authorizes the use of any contingency funds for the work, and (ii) an amendment providing for an adjustment in the Contractor's compensation, and the scope of work, is approved and executed by both parties.

**§450. Compliance with Current Applicable Safety Protocols and Laws**

The Contractor, and any of its subcontractors, if applicable, shall comply with any and all safety protocols, current laws, regulations, and public health orders to ensure the health and safety of the Contractor's employees, any subcontractors, and the public.

**V. ENTIRE AGREEMENT**

**§501. Complete Agreement**

This Agreement contains the full and complete Agreement between the two parties. No verbal agreement nor conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement.

**§502. Counterparts and Electronic Signatures**

This Agreement may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

§503. Ratification Clause

The Contractor may have provided services prior to the execution of this Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Agreement, those services are hereby ratified and accepted according to the City's discretion.

§504. Number of Pages and Attachments

This Agreement is executed in **three (3) duplicate originals**, each of which is deemed to be an original. This Agreement includes **thirty (30)** pages and **three (3)** Exhibits which constitute the entire understanding and agreement of the parties. Alternatively, this Agreement may be executed with electronic signatures, resulting in an electronic final original, which shall be uploaded to the Regional Alliance Marketplace for Procurement (RAMP) website.

[Remainder of page left intentionally blank.]

[Signatures begin on next page.]

**VI. SIGNATURE PAGE**

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM:

Executed this \_\_\_\_ day of \_\_\_\_\_, 2025

HYDEE FELDSTEIN SOTO, City Attorney

For: THE CITY OF LOS ANGELES

By \_\_\_\_\_  
Deputy/Assistant City Attorney

TIENA JOHNSON HALL  
General Manager  
Los Angeles Housing Department

Date \_\_\_\_\_

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this contract.

ATTEST:

PETTY F. SANTOS, Interim City Clerk

By \_\_\_\_\_  
Luz C. Santiago  
Assistant General Manager

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

Executed this \_\_\_\_ day of \_\_\_\_\_, 2025

Date \_\_\_\_\_

For: Liberty Hill Foundation, a California nonprofit corporation

By \_\_\_\_\_  
Shane Murphy Goldsmith  
President and Chief Executive Officer

By \_\_\_\_\_  
Winona Dorris  
Chief Financial Officer

City Business License Number: 0002684390-0001-8

Internal Revenue Service Taxpayer Identification Number: 51-0181191

Council File/CAO File Number: ##-####; Date of Approval: ##/##/####

Said Agreement is Number \_\_\_\_\_ of City Contracts

**EXHIBIT A**  
Form Gen 146 (Rev. 6/12)  
**Required Insurance and Minimum Limits**

Name: Liberty Hill Foundation **Date:** \_\_\_\_\_

Agreement/Reference: ULA Capacity-Building and Outreach Services

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

**Limits**

☒ **Workers' Compensation – Workers' Compensation (WC) and Employer's Liability (EL)** WC Statutory

EL \$ 1,000,000

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Waiver of Subrogation in favor of City | <input type="checkbox"/> Longshore & Harbor Workers<br><input type="checkbox"/> Jones Act |
|--|---|

☒ **General Liability**

<input checked="" type="checkbox"/> Products/Completed Operations	<input type="checkbox"/> Sexual Misconduct		\$ <u>1,000,000</u>
<input type="checkbox"/> Fire Legal Liability	<input type="checkbox"/> _____		

☐ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) \$ \_\_\_\_\_

☐ **Professional Liability** (Errors and Omissions)  
Discovery Period 12 Months After Completion of Work or Date of Termination. \$ \_\_\_\_\_

☐ **Property Insurance** (to cover replacement cost of building - as determined by insurance company)

<input type="checkbox"/> All Risk Coverage	<input type="checkbox"/> Boiler and Machinery		\$ _____
<input type="checkbox"/> Flood	<input type="checkbox"/> Builder's Risk		
<input type="checkbox"/> Earthquake	<input type="checkbox"/> _____		

☐ **Pollution Liability** \$ \_\_\_\_\_

☐ \_\_\_\_\_

☐ **Surety Bonds** – Performance and Payment (Labor and Materials) Bonds 100% of the contract price

☐ **Crime Insurance** \$ \_\_\_\_\_

**Other:** \_\_\_\_\_



**EXHIBIT A**  
**INSURANCE CONTRACTUAL REQUIREMENTS**

**CONTACT** For additional information about compliance with City Insurance and Bond requirements, contact the Office of the City Administrative Officer, Risk Management at (213) 978- RISK (7475) or go online at [www.lacity.org/cao/risk](http://www.lacity.org/cao/risk). The City approved Bond Assistance Program is available for those contractors who are unable to obtain the City-required performance bonds. A City approved insurance program may be available as a low cost alternative for contractors who are unable to obtain City-required insurance.

**CONTRACTUAL REQUIREMENTS**

CONTRACTOR AGREES THAT:

**1. Additional Insured/Loss Payee.** The CITY must be included as an Additional Insured in applicable liability policies to cover the CITY'S liability arising out of the acts or omissions of the named insured. The CITY is to be named as an Additional Named Insured and a Loss Payee As Its Interests May Appear in property insurance in which the CITY has an interest, e.g., as a lien holder.

**2. Notice of Cancellation.** All required insurance will be maintained in full force for the duration of its business with the CITY. By ordinance, all required insurance must provide at least thirty (30) days' prior written notice (ten (10) days for non-payment of premium) directly to the CITY if your insurance company elects to cancel or materially reduce coverage or limits prior to the policy expiration date, for any reason except impairment of an aggregate limit due to prior claims.

**3. Primary Coverage.** CONTRACTOR will provide coverage that is primary with respect to any insurance or self-insurance of the CITY. The CITY'S program shall be excess of this insurance and non-contributing.

**4. Modification of Coverage.** The CITY reserves the right at any time during the term of this Contract to change the amounts and types of insurance required hereunder by giving CONTRACTOR ninety (90) days' advance written notice of such change. If such change should result in substantial additional cost to CONTRACTOR, the CITY agrees to negotiate additional compensation proportional to the increased benefit to the CITY.

**5. Failure to Procure Insurance.** All required insurance must be submitted and approved by the Office of the City Administrative Officer, Risk Management prior to the inception of any operations by CONTRACTOR.

CONTRACTOR'S failure to procure or maintain required insurance or a self-insurance program during the entire term of this Contract shall constitute a material breach of this Contract under which the CITY may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the CITY'S interests and pay any and all premiums in connection therewith and recover all monies so paid from CONTRACTOR.

**6. Workers' Compensation.** By signing this Contract, CONTRACTOR hereby certifies that it is aware of the provisions of Section 3700 *et seq.*, of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that it will comply with such provisions at all time during the performance of the work pursuant to this Contract.

**7. California Licensee.** All insurance must be provided by an insurer admitted to do business in California or written through a California-licensed surplus lines broker or through an insurer otherwise acceptable to the CITY. Non-admitted coverage must contain a **Service of Suit** clause in which the underwriters agree to submit as necessary to the jurisdiction of a California court in the event of a coverage dispute. Service of process for this purpose must be allowed upon an agent in California designated by the insurer or upon the California Insurance Commissioner.

**8. Aggregate Limits/Impairment.** If any of the required insurance coverages contain annual aggregate limits, CONTRACTOR must give the CITY written notice of any pending claim or lawsuit which will materially diminish the aggregate within thirty (30) days of knowledge of same. You must take appropriate steps to restore the impaired aggregates or provide replacement insurance protection within thirty (30) days of knowledge of same. The CITY has the option to specify the minimum acceptable aggregate limit for each line of coverage required. No substantial reductions in scope of coverage which may affect the CITY'S protection are allowed without the CITY'S prior written consent.

**9. Commencement of Work.** For purposes of insurance coverage only, this Contract will be deemed to have been executed immediately upon any party hereto taking any steps that can be considered to be in furtherance of or towards performance of this Contract. The requirements in this Section supersede all other sections and provisions of this Contract, including, but not limited to, §403, to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

**EXHIBIT B**  
**NOTICE OF PROHIBITION AGAINST RETALIATION**

An employer subject to the Living Wage Ordinance shall post in a prominent place in an area frequented by employees a copy of the below notice to employees regarding the LWO prohibition against retaliation (also available in English at [https://bca.lacity.gov/Uploads/contracting/LWO%202024/LWO%202024%20Adjusted/Notice%20to%20Employees%20of%20Retaliation%20\(English\)%2005.2024.pdf](https://bca.lacity.gov/Uploads/contracting/LWO%202024/LWO%202024%20Adjusted/Notice%20to%20Employees%20of%20Retaliation%20(English)%2005.2024.pdf) and in Spanish at [https://bca.lacity.gov/Uploads/contracting/LWO%202024/LWO%202024%20Adjusted/Notice%20to%20Employees%20of%20Retaliation%20\(Spanish\)%2005.2024.pdf](https://bca.lacity.gov/Uploads/contracting/LWO%202024/LWO%202024%20Adjusted/Notice%20to%20Employees%20of%20Retaliation%20(Spanish)%2005.2024.pdf)). The retaliation notice must be posted by an employer even if the employer has been exempted from the LWO.

**NOTICE TO EMPLOYEES  
WORKING ON CITY CONTRACTS  
RE: LIVING WAGE ORDINANCE AND  
PROHIBITION AGAINST RETALIATION**

“Section 10.37.5 Retaliation Prohibited” of the Living Wage Ordinance (LWO) provides that any employer that has a contractual relationship with the City **may not** discharge, reduce the pay of, or discriminate against his or her employees working under the City contract for any of the following reasons:

1. Complaining to the City if your employer is not complying with the Ordinance.
2. Opposing any practice prohibited by the Ordinance.
3. Participating in proceedings related to the Ordinance, such as serving as a witness and testifying in a hearing.
4. Seeking to enforce your rights under this Ordinance by any lawful means.
5. Asserting your rights under the Ordinance.

Also, you may not be fired, lose pay or be discriminated against for asking your employer questions about the Living Wage Ordinance, or asking the City about whether your employer is doing what is required under the LWO. If you are fired, lose pay, or discriminated against, you have the right to file a complaint with the City’s Equal Employment Opportunity Enforcement Section, as well as file a claim in court.

For more information, or to obtain a complaint form, please contact the Equal Employment Opportunity Enforcement Section at [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org).

**CITY OF LOS ANGELES  
Department of Public Works  
Bureau of Contract Administration  
Office of Contract Compliance  
1149 S. Broadway Street, Suite 300  
Los Angeles, CA 90015  
[BCA.EEOE@LACITY.ORG](mailto:BCA.EEOE@LACITY.ORG)**

**EXHIBIT C**  
**PROFESSIONAL FEE SCHEDULE**

Services shall be compensated according to the following fee schedule:

DRAFT

**ULA LA Housing Training Hub Capacity Building Budget**  
**Full Budget Summary Tab**

<b>Personnel</b>						
<b>Position/Title</b>	<b>Staff Name</b>	<b>New Position (Y/N)</b>	<b>FTE</b>	<b># of Months in</b>	<b>Annual Salary</b>	<b>Year 1</b>
Program Director, Housing	Griffin	N	0.10	12		
Senior Program Manager	Jessica	N	0.15	12		
Program Coordinator	Yulissa	N	0.05	12		
Deputy Director, Contract Compliance	Janine	N	0.10	12		
Sr. Director, Programs	Kristen	N	0.05	12		
<b>Total Salaries</b>					\$	49,618.92
<b>Fringe Expense</b>					15% \$	7,442.84
<b>Total Personnel Costs</b>					\$	57,061.76
<b>Non-Personnel</b>						
Website Design & Comms	LHF-Led Vendor TBD				\$	67,200.00
Language Justice	LHF-Led Vendor TBD				\$	30,000.00
Consultant	ACT-LA (including SCANPH, CTY, McNeill)				\$	957,379.75
Consultant	Public Counsel				\$	204,299.19
Consultant	Fideicomiso Comunitario Tierra Libre				\$	571,320.00
Consultant	Beverly Vermont Community Land Trust				\$	328,037.50
Consultant	Urban Homestead Advisory Board				\$	358,133.00
Consultant	California Center for Cooperative Development				\$	52,900.00
Developer and Tenant Group Support Grants	LHF - Developers and tenants identified by Hub					\$114,877.60
<b>Total Vendor/Subrecipient Costs</b>					\$	2,684,147.05
<b>Total Costs (Personnel &amp; Non-Personnel)</b>					\$	2,741,208.80
<b>LHF Indirect</b>					15% \$	483,742.73
<b>Grand Total</b>					\$	<b>3,224,951.53</b>