

0130-02180-0000

TRANSMITTAL

TO The City Council	DATE 08/03/2026	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT Citywide	

**Request for Authority to Accept the \$1.3 Million Emergency Rental and
Flexible Financial Assistance Grant from the
Los Angeles County Affordable Housing Solutions Agency and Related Actions**

Transmitted for your consideration.
See the City Administrative Officer report attached.



MAYOR
(Mitch Kamin for)

MWS:JLJ02260137c

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: June 8, 2026

CAO File No. 0130-02180-0000

Council File No.

Council District: Citywide

To: The Mayor

From: Matthew W. Szabo, City Administrative Officer



Reference: Community Investment for Families transmittal dated April 27, 2026; Received by the City Administrative Officer on April 27, 2026; Additional information received through May 6, 2026

Subject: **REQUEST FOR AUTHORITY TO ACCEPT THE \$1.3 MILLION EMERGENCY RENTAL AND FLEXIBLE FINANCIAL ASSISTANCE GRANT FROM THE LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY AND RELATED ACTIONS**

RECOMMENDATIONS

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

1. Note and file the Community Investment for Families Department (CIFD) report dated April 27, 2026;
2. Authorize the CIFD General Manager, or designee, to:
 - a. Accept the Los Angeles County Affordable Housing Solutions Agency (LACAHS) Renter Protection and Homelessness Prevention: Emergency Rental and Flexible Financial Assistance Grant Program award in the amount of \$1,300,000 to provide emergency rental and flexible financial assistance to households at risk of housing instability or homelessness for the performance period from February 1, 2026 through June 30, 2027;
 - b. Execute and return the LACAHS grant agreement with the required supporting documentation, subject to review by the City Attorney as to form;
 - c. Execute any subsequent amendments to the LACAHS grant agreement, subject to review by the City Attorney as to form;
 - d. Release a procurement process to select a contractor to conduct an independent audit as required by the LACAHS grant program;

e. Negotiate and execute contracts with 14 service providers as listed in the table below:

Service Provider	Contract Term	Amount
Central City Neighborhood Partners, Westlake	April 1, 2026 – June 30, 2027	\$ 75,000
El Centro De Ayuda	April 1, 2026 – June 30, 2027	50,000
El Centro Del Pueblo	April 1, 2026 – June 30, 2027	50,000
El Nido Family Centers, South Los Angeles	April 1, 2026 – June 30, 2027	50,000
El Nido Family Centers, Pacoima	April 1, 2026 – June 30, 2027	50,000
Toberman Neighborhood Center	April 1, 2026 – June 30, 2027	50,000
1736 Family Crisis Center	July 1, 2026 – June 30, 2027	157,643
Center for the Pacific Asian Family	July 1, 2026 – June 30, 2027	86,196
Coalition to Abolish Slavery and Trafficking	July 1, 2026 – June 30, 2027	150,737
Haven Hills, Inc.	July 1, 2026 – June 30, 2027	122,363
Jenesse Center, Inc.	July 1, 2026 – June 30, 2027	126,769
Jewish Family Services Los Angeles	July 1, 2026 – June 30, 2027	120,590
Peace Over Violence	July 1, 2026 – June 30, 2027	95,038
Southern California Alcohol and Drug Program	July 1, 2026 – June 30, 2027	37,664
Total		\$ 1,222,000

3. Approve the funding allocation of the LACAHSAs grant award as follows:

Category	Amount
Program Costs	\$ 1,143,000
Administrative Costs	
<i>Service Providers</i>	79,000
<i>CIFD</i>	78,000
Total	\$ 1,300,000

4. Request the Controller to establish new appropriation accounts within the CIFD Miscellaneous Grants and Awards Fund No. 65G/21 and appropriate funds as follows:

Account No.	Account Name	Amount
21C249	LACAHSAs-RPHP Admin Reserve	\$ 78,000
21C250	LACAHSAs-RPHP Contractors	1,143,000
21C251	LACAHSAs-RPHP Admin Contractual Services	79,000
Total		\$ 1,300,000

5. Authorize the CIFD General Manager, or designee, to prepare Controller instructions and/or make technical adjustments as necessary to implement the actions approved by the Mayor and the City Council, subject to the approval of the City Administrative Officer, and request the Controller to implement the instructions.

SUMMARY

The Community Investment for Families Department (CIFD) requests authority to accept the Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) Renter Protection and Homelessness Prevention (RPHP): Emergency Rental and Flexible Financial Assistance grant award in the amount of \$1,300,000 and to execute a grant agreement for a performance period from February 1, 2026 through June 30, 2027. The CIFD also requests to execute contracts with 14 service providers to provide emergency financial assistance and case management services for a combined total contract amount not to exceed \$1,222,000 for a term from either April 1 or July 1, 2026 through June 30, 2027.

The LACAHSAs RPHP program addresses housing instability by helping renters avoid eviction, displacement, and homelessness. The RPHP program provides temporary, short-term assistance, designed for individuals and families who are currently housed and facing an immediate housing crisis. On October 21, 2025, the LACAHSAs released a Request for Proposals (RFP) for the RPHP: Emergency Rental and Flexible Financial Assistance. On November 19, 2025, the CIFD submitted a grant application. On December 22, 2025, the LACAHSAs awarded \$1.3 million to CIFD for the performance period from February 1, 2026 through June 30, 2027.

The CIFD will administer the RPHP: Emergency Rental and Flexible Financial Assistance program in collaboration with six FamilySource Centers (FSCs) and eight Survivors First service providers to identify households at risk of losing housing and provide emergency financial assistance, as well as housing-focused case management services. A total of \$1,222,000 is allocated to the 14 service providers listed in the table below.

Service Provider	Contract Term	Amount
Central City Neighborhood Partners, Westlake	April 1, 2026 – June 30, 2027	\$ 75,000
El Centro De Ayuda	April 1, 2026 – June 30, 2027	50,000
El Centro Del Pueblo	April 1, 2026 – June 30, 2027	50,000
El Nido Family Centers, South Los Angeles	April 1, 2026 – June 30, 2027	50,000
El Nido Family Centers, Pacoima	April 1, 2026 – June 30, 2027	50,000
Toberman Neighborhood Center	April 1, 2026 – June 30, 2027	50,000
1736 Family Crisis Center	July 1, 2026 – June 30, 2027	157,643
Center for the Pacific Asian Family	July 1, 2026 – June 30, 2027	86,196
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Jewish Family Services Los Angeles	July 1, 2026 – June 30, 2027	120,590
Peace Over Violence	July 1, 2026 – June 30, 2027	95,038
Southern California Alcohol and Drug Program	July 1, 2026 – June 30, 2027	37,664
Total		\$ 1,222,000

The FSCs and Survivors First service providers were selected through RFP processes completed in 2022-23 and 2024-25 respectively. The LACAHSAs awarded the grant to the CIFD with the 14 service providers as designated grant subrecipients.

Emergency financial assistance can be used for a variety of housing-related expenses, such as security and utility deposits, rent and utility assistance, rent and utility arrears, moving expenses, and housing stability expenses such as transportation expenses, healthcare costs, food and dependent care. Emergency financial assistance will be limited to six months and will not exceed \$18,000 per household. The CIFD anticipates an average household allocation of \$6,875 for 175 low-income households.

A total amount of \$157,000 is allocated to administrative costs. Administrative costs cannot exceed 12.5 percent of the award amount and a minimum of 50 percent of the administrative allowance must be shared with any grant subrecipient(s).

The LACAHSa grant will be allocated as follows:

Category	Amount
Program Costs	\$ 1,143,000
Administrative Costs	
<i>Service Providers</i>	79,000
<i>CIFD</i>	78,000
Total	\$ 1,300,000

FISCAL IMPACT STATEMENT

The proposed grant activities will be funded by the Los Angeles County Affordable Housing Solutions Agency Renter Protection and Homelessness Prevention: Emergency Rental and Flexible Financial Assistance grant. There is no additional impact to the General Fund.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that grant funds will be utilized for grant-eligible activities.

MWS:JLJ:02260137c

Attachment



**COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT**
Paths to Prosperity



KAREN BASS, MAYOR
ABIGAIL R. MARQUEZ, GENERAL MANAGER

April 27, 2026

Council File: NEW
Council District: All
Contact Persons and Phone Numbers:
Jacqueline Rodriguez (213) 564-7950

Honorable Karen R. Bass
Mayor, City of Los Angeles
Room 303, City Hall
200 N. Spring Street
Los Angeles, CA 90012
Attn: Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST FOR AUTHORITY TO ACCEPT GRANT AWARD FROM THE LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY RENTER PROTECTION & HOMELESSNESS PREVENTION: EMERGENCY RENTAL & FLEXIBLE FINANCIAL ASSISTANCE AWARD AND EXECUTE CONTRACTS WITH SERVICE PROVIDERS

SUMMARY

The General Manager of the Community Investment for Families Department (CIFD) respectfully requests that your office review this transmittal and forward it to the City Council for further consideration. Through this transmittal, CIFD seeks authority to (1) accept the Los Angeles County Affordable Housing Solutions Agency (LACAHS) Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance Grant Program (Attachment A) (2) execute the grant agreement and subsequent agreement between CIFD and LACAHS for the performance period of February 1, 2026, through June 30, 2027; (3) enter into contracts with nonprofit service providers for the term of March 1, 2026, through February 28, 2027; and (4) enter into contracts with additional nonprofit service providers to expend additional funding for the term of July 1, 2026 through June 30, 2027.

On November 19, 2025, CIFD submitted a grant application to the LACAHS Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance Grant Program (Attachment A), and on December 22, 2025, CIFD was awarded the amount of \$1,300,000 for a performance period of February 1, 2026, through June 30, 2027.

Through this transmittal, CIFD requests approval to allocate up to \$325,000 of the LACAHS grant award to FamilySource Center service providers, \$897,000 of the grant award will be allocated to Survivors First service providers, with new contracts to be

Grant Award Acceptance Transmittal: LACAHSAs, Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance

executed on or about July 1, 2026, and the remaining balance of \$78,000 to CIFD for the administration of the grant.

RECOMMENDATIONS

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

A. **AUTHORIZE** the CIFD General Manager, or designee, to:

1. **ACCEPT** the Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance Grant Program in the amount of \$1,300,000 for a performance period of February 1, 2026, through June 30, 2027;
2. **EXECUTE** and return the LACAHSAs Grant Program Award Agreement and authorize CIFD to submit any other necessary documents to effectuate the grant award, subject to the approval of the City Attorney, as to form;
3. **EXECUTE** any subsequent amendments to the LACAHSAs grant agreement, subject to the City Attorney review as to form;
4. **RELEASE** a procurement to select an outside auditor to comply with LACAHSAs grant program requirements; and
5. **EXECUTE** contracts with the nonprofit service providers identified below in Table 1.

Table 1: Rental & Flexible Financial Assistance Grant Program Contractors

Contractor	Contract Term	Contract Amounts
Central City Neighborhood Partners, Westlake	March 1, 2026 - February 28, 2027	\$75,000
El Centro de Ayuda	March 1, 2026 - February 28, 2027	\$50,000
El Centro Del Pueblo	March 1, 2026 - February 28, 2027	\$50,000
El Nido Family Centers, South Los Angeles	March 1, 2026 - February 28, 2027	\$50,000
El Nido Family Centers, Pacoima	March 1, 2026 - February 28, 2027	\$50,000
Toberman Neighborhood Center	March 1, 2026 - February 28, 2027	\$50,000
1736 Family Crisis Center	July 1, 2026 - June 30, 2027	\$157,643
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Peace Over Violence	July 1, 2026 - June 30, 2027	\$95,038
Southern California Alcohol and Drug Program	July 1, 2026 - June 30, 2027	\$37,664
TOTAL		\$1,222,000

2. **APPROVE** the LACAHSAs Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance grant program budget and authorize CIFD to

Grant Award Acceptance Transmittal: LACAHSAs, Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance

expend the grant and to provide a cash advance to the nonprofit service providers in accordance with the approved budget.

Program Cost - Sub Contractors	\$ 1,143,000
Administrative Cost - Sub Contractors	\$79,000
Administrative Cost - CIFD	\$78,000
Total	\$1,300,000

3. AUTHORIZE the Controller to:

- a. **ESTABLISH** New Appropriation Accounts and deposit the \$1,300,000 LACAHSAs Grant into Fund 65G CIFD MISCELLANEOUS GRANTS AND AWARDS FUND, Department 21, as follows:

21C249	LACAHSAs-RPHP Admin Reserve	\$ 78,000.00
21C250	LACAHSAs-RPHP Contractors	\$1,143,000.00
21C251	LACAHSAs-RPHP Admin Contractual Services	<u>\$ 79,000.00</u>
	Total	\$1,300,000.00

- 4. AUTHORIZE** the General Manager of CIFD, or designee, to prepare Controller instructions needed to implement actions approved by the Mayor and City Council on matters presented in or deriving from this transmittal and/or to make necessary technical adjustments, subject to the approval of the City Administrative Officer; and further, request that the Controller implement the instructions.

BACKGROUND

The Los Angeles County Affordable Housing Solutions Agency's (LACAHSAs) Request for Proposals (RFP) for Renter Protection and Homelessness Prevention sought qualified organizations to deliver emergency rental assistance and flexible financial assistance to households at risk of housing instability or homelessness. The RFP emphasized rapid, client-centered interventions designed to help renters remain housed by addressing short-term financial crises, including rent arrears and other critical housing-related costs, while incorporating strong tenant protections, equitable access, and coordination with local homeless prevention and housing systems. CIFD is expected to prioritize vulnerable populations, demonstrate the capacity to deploy funds quickly and effectively, track outcomes related to housing stabilization, and align with countywide strategies to prevent homelessness and promote long-term housing stability. To ensure the rapid deployment of emergency funds, the grantor requires that subrecipients receive a cash advance similar to the contractor's, so they can disburse funds within 15 days of approval, in accordance with the LACAHSAs grant agreement. The grantor will also release all grant funds to CIFD by June 30, 2026.

In collaboration with six FamilySource Centers (FSC) and eight Survivors First (SF) providers, CIFD submitted an application outlining a multifaceted approach to address the issue at hand.

Program Overview

CIFD will augment the current homelessness prevention initiative that combines short-term emergency financial assistance with intensive, housing-focused case management to stabilize households at the highest risk of housing loss. Services will be delivered through CIFD's established FSCs and SF provider networks, ensuring equitable, trauma-informed access across diverse communities in Los Angeles.

Grant Award Acceptance Transmittal: LACAHSA, Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance

With an award of \$1.3 million, CIFD will serve approximately 175 low-income households, prioritizing those at or below 50% of Area Median Income, including households on fixed incomes, immigrant communities, older adults, and survivors of domestic violence, sexual violence, and human trafficking. Services will be geographically distributed across San Fernando Valley, Central Los Angeles, South Los Angeles, and San Pedro, with additional survivor-serving locations maintained as confidential. Flexible access options, including virtual services, cross-service area enrollment, and targeted outreach, will ensure citywide impact.

Partnerships And Coordination

CIFD, together with Toberman Neighborhood Center, Central City Neighborhood Partners, El Centro de Ayuda, El Centro del Pueblo, El Nido Family Centers, 1736 Family Crisis Center, Center for the Pacific Asian Family, Coalition to Abolish Slavery and Trafficking, Haven Hills, Inc., Jenesse Center, Inc., Jewish Family Services Los Angeles, Peace Over Violence, and Southern California Alcohol and Drug Program partnered together to provide services to the region. Collectively, this broad network will ensure seamless service delivery, strong referral pathways, and alignment with complementary resources, including public benefits, legal services, and health supports.

CIFD designed and proposed the implementation of the Emergency Rental & Flexible Financial Assistance Grant Program in its application to LACAHSA, with the service providers identified in this transmittal. These particular service providers are designated grant subrecipients in CIFD's grant application to LACAHSA. As such, LACAHSA has accepted the service providers to implement the program and does not call for any additional procurement.

BUDGET

The LACAHSA guidelines approve two funding categories. They are as follows:

Administrative Costs

Administrative costs are the portion of the grant that may be used to operate and manage the program, but not to provide direct financial assistance to renters. Eligible administrative costs include staff time, reporting and data tracking, outreach and enrollment, and general overhead necessary to administer the funds. The LACAHSA grant award limits administrative costs up to twelve point five percent (12.5%) or \$158,000. This amount must be equally distributed among any subcontractors. Table 2 shows the distribution of the administrative costs. Subcontractor Administrative Costs are included in the total contract award

Table 2: Administrative Costs

CIFD Administrative Costs	\$78,000
Subcontractor Administrative Costs	\$79,000
Total	\$157,000

Program Costs

Program costs are expenses directly tied to delivering assistance to eligible households under the LACAHSA Renter Protection & Homelessness Prevention: Emergency Rental & Flexible Financial Assistance Grant Program. The budget allocates funds to support essential program staffing, operational capacity, and direct financial assistance to prevent housing instability. Personnel and fringe benefits cover program management and housing stability case management. Supplies support administrative and program materials. Contractual costs fund specialized service providers and professional services to enhance program delivery and compliance.

*Grant Award Acceptance Transmittal: LACAHSA, Renter Protection & Homelessness Prevention:
Emergency Rental & Flexible Financial Assistance*

Contract Recommendations

CIFD recommends that the City Council and the Mayor approve contracts with the nonprofit service providers listed in Table 1.

FISCAL IMPACT STATEMENT

This report does not have a fiscal impact on the General Fund.

A handwritten signature in black ink, appearing to read 'Abigail R. Marquez', with a stylized flourish at the end.

ABIGAIL R. MARQUEZ
General Manager

Attachment:

Attachment A - LACAHSA grant amendment

Attachment B - LACAHSA contract proforma

**LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY
FUNDING AGREEMENT
FOR**

**RENTER PROTECTION AND HOMELESSNESS PREVENTION
(EMERGENCY RENTAL AND FLEXIBLE FINANCIAL ASSISTANCE)**

1. PARTIES AND DATE.

This Funding Agreement (“**Agreement**”) is made and entered into this ____ day of _____, 20__, (“**Effective Date**”) by and between the Los Angeles County Affordable Housing Solutions Agency, a special act agency established pursuant to Government Code section 64710 and operating pursuant to the Los Angeles County Regional Housing Finance Act, Government Code section 64700 et seq. (“**LACAHS**A”) and **City of Los Angeles Community Investment for Families Department**, a public agency with its principal place of business at 444 S. Flower Street 14th Floor Los Angeles, CA 90071 (“**Contractor**”). LACAHS A and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.”

2. RECITALS.

This Agreement is made with reference to the following facts.

- A. In September 2022, Governor Newsom signed Senate Bill 679, known as the Los Angeles County Regional Housing Finance Act (“**Act**”). The Act created LACAHS A to increase the supply of affordable housing by providing enhanced funding and technical assistance for renter protection, affordable housing preservation, and new affordable housing production.
- B. In November 2024, Los Angeles County voters approved “**Measure A**,” known as the Affordable Housing, Homelessness Solutions, and Prevention Now Transactions and Use Tax Ordinance. Measure A established a one-half percent sales tax on every dollar of goods sold in Los Angeles County to provide dedicated funding for various purposes, including reducing and preventing homelessness and increasing the supply of affordable housing.
- C. Measure A directs the Los Angeles County Auditor-Controller (“**County Auditor-Controller**”) to disburse 35.75 percent of the proceeds generated to LACAHS A for use in accordance with the Act’s and Measure A’s requirements through fiscal year 2029-2030. (The Los Angeles County Board of Supervisors shall evaluate whether to adjust funding allocations for fiscal year 2030-31 and at least every five years thereafter. Any adjustment shall not reduce LACAHS A’s allocation below 33.33 percent.) These include, among other things, that LACAHS A use its Measure A funds as follows: 60 percent for affordable housing production, preservation, and ownership; five percent for technical assistance, research, and policy development; five percent for agency operations

and administration; and 30 percent for renter protection and homelessness prevention (“**RPHP**”) programs.

- D. The Act requires LACAHSAs Board of Directors (the “**Board**”) to adopt an Annual Expenditure and Strategy Plan, which must set forth the share of revenue and estimated funding to be spent on each of the above-stated categories (“**Annual Expenditure and Strategy Plan**”). The Board adopted the FY 2025-26 Annual Expenditure and Strategy Plan on June 25, 2025, and it is anticipated that the Board will adopt subsequent Annual Expenditure and Strategy Plans on an annual basis.
- E. Of the Measure A funds directed for RPHP, 70 percent are passed through to Eligible Jurisdictions (as defined in Government Code section 64830.5(a)) and 30 percent of such funds are allocated to LACAHSAs (“**RPHP Funds**”).
- F. RPHP Funds support programs and services aimed at addressing housing instability, reducing evictions and displacement, and preventing homelessness. The Board has approved a budget allocating up to \$11,469,967 of RPHP Funds for Emergency Rental and Flexible Financial Assistance (the “**Program**”).
- G. In response to a Request for Proposals issued by LACAHSAs on October 21, 2025, seeking qualified non-profit organizations and public agencies with relevant experience, Contractor submitted a proposal and has been awarded RPHP Funds to deliver Program services.
- H. LACAHSAs desires to provide funding to Contractor to support implementation of the Program, and Contractor desires to provide the Services (defined in Section 3.1) and to perform and assume responsibility for administering and operating the Program.
- I. The Parties have entered into this Agreement in compliance with the Act and Measure A to set forth the terms and conditions under which LACAHSAs will provide RPHP Funds to Contractor to support the Program.

3. SCOPE OF SERVICES AND TERM.

3.1 General Scope of Services. The purpose of the Program is to provide emergency rental and flexible financial assistance to eligible households to prevent loss of housing or resolve an immediate housing crisis. Program implementation will include marketing, assessment, eligibility determination and referral activities, delivery of financial assistance to support housing stabilization, and related case management services. Contractor promises and agrees to furnish to LACAHSAs all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately provide the Program services (“**Services**”). The Services are more particularly described in **Exhibit “A”** attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the Cost Proposal attached hereto as **Exhibit “B”**, the Program Requirements (defined in Section 5.1), Program Guidelines (defined in Section 5.2), any other exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.2 Service Area. Services will be provided in the following service area(s): LA City inclusive but not limited to Valley to San Pedro/Wilmington, and West LA to Central LA.

3.3 Term. The term of this Agreement shall commence on the Effective Date and continue through **June 30, 2027**, unless earlier terminated as provided herein. The term may be extended for a period of up to two (2) years at the sole discretion of LACAHSa by a written agreement of the Parties.

4. **DISBURSEMENT AND USE OF FUNDS.**

4.1 Funding Commitment. LACAHSa agrees to allocate RPHP Funds to Contractor in the maximum aggregate amount of ~~One million, three hundred thousand dollars~~ Million Three Hundred Thousand Dollars (\$1,300,000) ("Award Amount") for Services rendered under this Agreement in accordance with the cost proposal set forth in **Exhibit "B"** attached hereto and incorporated herein by reference ("**Cost Proposal**").

4.2 Disbursement of Funds. LACAHSa will disburse funds after receipt of Measure A proceeds from the County Auditor-Controller in accordance with its fiscal policies and guidelines in effect. Subject to sufficient RPHP funding allocated for the Program and available for disbursement, LACAHSa will disburse RPHP Funds to Contractor in one or more installments in a manner that is acceptable to LACAHSa.

4.2.1 Disbursement Schedule. LACAHSa will disburse RPHP Funds not to exceed the Award Amount to Contractor as follows:

4.2.1.1 LACAHSa will issue an initial payment equal to 50 percent of the Award Amount totaling Six Hundred Fifty Thousand Dollars (\$650,000) on or before March 1, 2026, or the date that is ten (10) business days after the Effective Date, whichever occurs later.

4.2.1.2 LACAHSa will issue a second payment equal to 25 percent of the Award Amount totaling Three Hundred Twenty-Five Thousand Dollars (\$325,000) no later than May 31, 2026.

4.2.1.3 LACAHSa will issue a third and final payment equal to 25 percent of the Award Amount totaling Three Hundred Twenty-Five Thousand Dollars (\$325,000) no later than June 30, 2026.

4.3 Timing to Expend Funds. Contractor will ensure that (i) at least 50 percent of RPHP Funds received from LACAHSa are expended within nine (9) months of the Effective Date and (ii) all RPHP Funds received are expended by June 30, 2027. If at any time during the term of this Agreement Contractor determines or anticipates that any portion of RPHP Funds received will remain unspent at termination, then Contractor will contact LACAHSa in writing and coordinate possible reallocation of funds. Any funds not expended upon expiration or termination of this Agreement, shall be promptly repaid to LACAHSa within thirty (30) days, unless otherwise agreed to in writing by the Parties.

4.3.1 Contingency of Funds. Contractor acknowledges that funding is contingent on LACAHSAs receipt of Measure A funds from the County Auditor-Controller, the amount of such funds received, and inclusion of sufficient funding for the Services hereunder in the budget approved by the Board for each fiscal year covered by this Agreement. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, LACAHSAs may immediately terminate or modify this Agreement without penalty. Contractor assumes all risk of possible non-appropriation of funds, and such assumption is part of the consideration for this Agreement.

4.3.2 Changes in Funding Commitment. The total Award Amount may be amended, modified, or supplemented by LACAHSAs, in its sole and absolute discretion. LACAHSAs reserves the right to reduce the Award Amount when LACAHSAs fiscal monitoring indicates that Contractors rate of expenditure will result in unspent funds at the end of the term of this Agreement.

4.4 Compliance with Statutory Requirements. Contractor will comply with the following:

4.4.1 No Unrestricted Allocations. Government Code section 64830.5(a)(2)(B)(iii) prohibits LACAHSAs from making unrestricted direct allocations to government entities. To the extent applicable if a governmental entity, Contractor agrees to be subject to the restrictions set forth in this Agreement and to LACAHSAs policies and guidelines for the receipt and use of RPHP Funds at the time of the allocation.

4.4.2 Government Code Section 64830(d)(2). Contractors use of RPHP Funds will comply with the requirements of Government Code section 65830(d)(2) and applicable Measure A requirements.

4.4.3 Prohibited Uses. Except as expressly authorized by Government Code section 64710, Contractor will not use RPHP Funds to perform or undertake any functions related to supports and services provided to people experiencing homelessness. Nothing in this section prohibits the use of RPHP Funds to perform or undertake any functions related to supports and services provided to people *at risk* of homelessness.

4.5 Eligible Use of Funds. Contractor shall use the RPHP Funds awarded by LACAHSAs in the amount set forth in this Agreement solely for the purposes set forth in this Section 4.5 and as detailed in Exhibit B and for no other purpose.

4.5.1 Activity Delivery. The combined total of all **Activity Delivery Costs** (as defined in the Guidelines) may not exceed 25 percent of the Award Amount. Activity Delivery Costs include 1) marketing, assessment, eligibility determination, and referral; 2) financial assistance administration, and 3) case management.

4.5.2 Administrative Costs. The combined total of all **Program Administration Costs** (as defined in the Guidelines) may not exceed 12.5 percent of the Award Amount. Program Administration Costs include program administration and overhead. A

minimum of 50 percent of program administration overhead cost allowance must be passed through to any subcontractor.

4.5.3 Financial Assistance Payments. Contractor may make a variety of payments for emergency rental and flexible financial assistance to eligible households to assist with resolving an immediate housing crisis and potential loss of housing (“**Financial Assistance**”). Financial Assistance must be used only for eligible expenses allowable under the Program Guidelines (defined in Section 5.2), as outlined in the Program Requirements (defined in Section 5.1). Financial Assistance payments must be no less than 62.5 percent of the Award Amount. Total Financial Assistance to an eligible person or household shall not exceed the duration or amount of assistance limits set forth in the Program Requirements.

4.6 Supplemental Capacity. Contractor’s use of RPHP Funds will not supplant, but complement and supplement existing resources, efforts and services by cities, counties, districts, and other local, regional and state entities related to renter protection and homelessness prevention. Nothing in this paragraph shall be construed to prohibit use of funds for new efforts.

5. RESPONSIBILITIES OF CONTRACTOR.

5.1 Program Administration. Contractor shall administer and operate the Program and deliver the Services in accordance with Exhibit A and the Program Requirements attached hereto as **Exhibit “A-1”** and incorporated herein by this reference (“**Program Requirements**”). Nothing in this section prohibits Contractor from entering into funding agreements or contracts with qualified entities to carry out Program activities on Contractor’s behalf. Contractor agrees to use RPHP Funds exclusively for Eligible Uses as set forth in Section 4.5. Contractor represents that it is a qualified public agency or private nonprofit agency which provides services and programming that align with the Program, and is familiar with the requirements of LACAHSa, the Act and Measure A.

5.2 Compliance With Guidelines. All activities funded by RPHP Funds under this Agreement shall be subject to the Board adopted LACAHSa RPHP Transitional Program Guidelines (“**Guidelines**”), as may be amended from time to time. The Guidelines are attached hereto as **Exhibit “A-2”** and incorporated herein by this reference. Contractor and any of its officers, employees, agents or subcontractors shall comply with the Guidelines and any other LACAHSa policies, procedures, standards and guidelines in effect and applicable to the Program.

5.3 Independent Contractor. Contractor shall be deemed at all times an independent contractor and not as an employee and is solely responsible for the manner in which it administers the Program and uses the RPHP Funds. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of LACAHSa and shall at all times be under Contractor’s exclusive direction and control. Neither LACAHSa, nor any of its officials, officers, directors, employees or agents shall have control over the conduct of Contractor or any of Contractor’s officers, employees, or

agents, except as set forth in this Agreement. Contractor shall pay all wages, salaries, and other amounts due to such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

5.4 Cooperation, Monitoring and Participation in Integrated Service Model. LACAHSA has the right to monitor from time to time the administration of the Program by Contractor or any of its subcontractors to ensure compliance with this Agreement. LACAHSA may conduct site visits, desk reviews, case audits, and other programmatic assessment, as deemed necessary. Upon request, Contractor shall provide reasonable access to relevant systems and records, and make knowledgeable staff available for interviews. Upon request by LACAHSA, Contractor further agrees to work collaboratively with LACAHSA staff to improve service delivery, including engaging in coordinated marketing and outreach efforts, and to actively participate in the planning, development and implementation of the RPHP Integrated Service Model to ensure the delivery of comprehensive services across Los Angeles County. Contractor will provide LACAHSA marketing and outreach information with sufficient detail for use by LACAHSA for purposes of promoting the Program and facilitating access to services.

5.5 Performance of Services. Contractor will perform the Services diligently and timely, within the term of this Agreement. Contractor represents that the Program will be implemented, and the Services will be performed in a skillful and competent manner and in conformance with the Guidelines. Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any and all required business licenses, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Contractor shall not materially change the scope of Services or Cost Proposal without LACAHSA's prior written approval. No change is effective absent a written amendment executed by authorized representatives of both Parties.

5.6 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

5.7 Compliance with Laws. Contractor shall comply with the Act, Measure A and all applicable federal, state, and local laws, regulations, policies, guidelines, and requirements as they relate to use of the RPHP Funds for the Program. To the extent applicable, Contractor agrees to comply with and ensure that subcontractors comply with the relevant requirements of the Violence Against Women Act (VAWA), including 34 U.S.C. 12291(b)(2), nondisclosure of confidential or private information.

5.8 Recruitment and Retention of Workers. Contractor will ensure that all contracts funding social services positions, including but not limited to eviction prevention workers, comply with Section 27 of Measure A. To the extent applicable, the requirements under this

section shall be fully implemented and enforced by July 1, 2026, to allow for necessary administrative budgetary, and contractual adjustments while ensuring compliance with Measure A. During the transition period, Contractor shall coordinate with LACAHSAs as needed to align all Measure A-funded social services positions with the requirements set forth in this section to the maximum extent feasible.

6. DATA COLLECTION AND PERFORMANCE REPORTING

6.1 Contractor will comply with data collection and reporting in accordance with the Program Requirements and Guidelines. Contractor will prepare and submit monthly reports in a form and process as required by LACAHSAs, due no later than the ~~10th~~^{15th} calendar day following each reporting period. Among other things, reporting must address (with supporting documentation, as reasonably required by LACAHSAs) the following: (i) metrics tied to advancing Measure A goals related to homelessness prevention, (ii) a narrative explaining how Contractor has used the RPHP Funds in accordance with this Agreement and (iii) data related to delivery of Services and financial assistance funded by RPHP Funds, including outreach efforts, demographic data and geographic reach of households served demonstrated through census tracts/zip codes tracking. If LACAHSAs create a report template, Contractor shall use such template. Additionally, in order for LACAHSAs to ensure that RPHP Funds are expediently used to further the purposes for which LACAHSAs was created, the Contractor will provide a quarterly financial accounting of the amount of RPHP Funds expended to date, due within 30 days following the end of the quarter. In addition, Contractor will submit to LACAHSAs a final progress report and financial accounting report within 45 days of expending all RPHP Funds or the expiration of the term of this Agreement, whichever comes first. A responsible officer of the Contractor shall certify each report as true, complete, and accurate.

6.2 Contractor shall administer a participant survey to all households receiving financial assistance not sooner than thirty (30) days and not later than ninety (90) days after issuing the assistance. The survey shall be in substantial form to **Exhibit A-3**. Contractor may include additional questions to collect data that will inform their program operations and service delivery. Contractor must compile all survey results, including those obtained by any subcontractors, and submit a summary report to LACAHSAs in the manner and timeframe required by LACAHSAs.

7. LABOR REGULATIONS.

7.1 Laws and Regulations/Labor Certification. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Program or delivery of the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with performance of Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to LACAHSAs, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold LACAHSAs, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification

provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

7.2 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, sexual orientation or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

8. INSURANCE.

8.1 Time for Compliance. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to LACAHSa that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to LACAHSa that the subcontractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for LACAHSa to terminate this Agreement.

8.2 Types of Insurance Required. Without limiting the indemnity provisions of this Agreement, Contractor shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance.

8.2.1 Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, or the exact equivalent, with limits of not less than \$3,000,000 per occurrence and no less than \$6,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); (3) products/completed operations liability; (4) excluding coverage for sexual abuse and molestation; or (5) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

8.2.2 Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 00 01 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$3,000,000 combined limit for each occurrence, including owned, non-owned and hired auto coverage, as applicable.

8.2.3 Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance, with a limit of not less than the minimum amount required by statute by the State of California.

8.2.4 Professional Liability (Errors & Omissions): Professional Liability insurance or Errors & Omissions insurance appropriate to professional or technical services, if any, required in the performance of this Agreement, with limits of not less than \$3,000,000 each

claim. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed. If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least 5 years from termination or expiration of this Agreement. Required insurance policies shall include contractual liability applicable to this Agreement. The policy must “pay on behalf of” the insured and include a provision establishing the insurer’s duty to defend.

8.2.5 Crime Insurance (Fidelity Bond): Crime insurance with coverage of at least the following sub-categories: (i) employee theft – per loss coverage; (ii) forgery or alteration; (iii) inside the premises – theft of money and securities; (iv) inside the premises – robbery or safe burglary of other property; (v) outside the premises; (vi) computer and funds transfer fraud; and (vii) money orders and counterfeit money, with limits of not less than \$1,000,000 overall and per sub-category. LACAHSa and its officers, agents and employees shall be named a loss payee on this policy.

8.3 Additional Requirements for General Liability, Automobile Liability and Professional Liability Coverages. Required insurance policies shall name as Additional Insured LACAHSa and its officers, agents and employees. Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Contractor; or (4) contain any other exclusions contrary to the terms or purposes of this Agreement. For all policies of Commercial General Liability insurance, Contractor shall provide endorsements in the form of ISO CG 20 10 10 01 and 20 37 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement.

8.4 Additional Requirements for All Policies. (1) All policies shall be endorsed to provide at least thirty (30) days’ advance written notice to LACAHSa of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to LACAHSa for notices; (2) all policies, except for professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of LACAHSa, its officials, officers, employees, agents, and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against LACAHSa, and shall require similar written express waivers and insurance clauses from each of its subcontractors; and (3) all policies of insurance shall be primary and any other insurance, deductible, or self-insurance maintained by LACAHSa, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

8.5 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by LACAHSa and shall protect LACAHSa, its officials, officers, employees, agents, and volunteers in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

8.6 Evidence of Insurance. The Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by LACAHSa,

together with all endorsements affecting each policy. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to LACAHSa for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with LACAHSa. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with LACAHSa evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

8.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to transact business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

8.8 Enforcement of Agreement Provisions (non-estoppel). Contractor acknowledges and agrees that actual or alleged failure on the part of LACAHSa to inform Contractor of non-compliance with any requirement imposes no additional obligation on LACAHSa, nor does it waive any rights hereunder.

8.9 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this Section 8 is not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance.

8.10 Additional Insurance Provisions.

8.10.1 The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by LACAHSa, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

8.10.2 If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, LACAHSa may cancel this Agreement.

8.10.3 Neither LACAHSa nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

8.10.4 The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Contractor from liability in excess of such coverage, nor shall it limit the Contractor's indemnification obligations to LACAHSa

and shall not preclude LACAHSa from taking such other actions available to LACAHSa under other provisions of the Agreement or law.

8.10.5 Contractor shall report to LACAHSa, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

8.11 Insurance for Subcontractors. Contractor shall include all subcontractors engaged in any work for Contractor relating to this Agreement as additional insureds under the Contractor's policies, or the Contractor shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of these insurance requirements, including adding LACAHSa, its officials, officers, employees, agents, and volunteers as additional insureds to the subcontractors' policies. All policies of Commercial General Liability insurance provided by Contractor's subcontractors performing work relating to this Agreement shall be endorsed to name LACAHSa, its officials, officers, employees, agents and volunteers as additional insureds using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage. Contractor shall not allow any subcontractor to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subcontractor's compliance with all insurance requirements under this Agreement, to the extent applicable. Contractor shall provide satisfactory evidence of compliance with this section upon request of LACAHSa.

8.12 Waiver. Contractor must maintain insurance as required in this Section 8, unless expressly waived, reduced or modified at the sole discretion of LACAHSa. Any waiver of insurance requirements must be in writing, executed by LACAHSa's risk manager, chief financial officer, or authorized designee and attached as an addendum to this Agreement. The waiver shall waive only the requirements that are expressly identified, and under such terms and conditions as stated in the waiver. Such waiver is fully incorporated herein.

9. TERMINATION OF AGREEMENT.

9.1 Termination for Convenience. This Agreement may be terminated, with or without cause, by either Party by giving written notice to the other Party of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In the event that either Party terminates this Agreement in accordance with this subsection, the Parties shall work in good faith to wind down the Agreement, including but limited to, completing required tasks and responsibilities. Each Party shall bear its own costs related to the termination of the Agreement.

9.2 Contractor's Breach. Contractor shall be in breach under this Agreement upon (i) material failure to perform or satisfy any obligation or requirement set forth herein, (ii) reporting or making any false statement found by LACAHSa to be false or misleading, (iii) misuse of RPHP Funds, or (iv) failure to comply with the Guidelines, the Act, Measure A or other applicable law. If such violation is subject to cure, it shall be deemed a breach of this Agreement if the violation is not cured by Contractor within thirty (30) days of receiving written notice from LACAHSa. LACAHSa's written notice to Contractor shall set forth each violation,

and for any nonmonetary violations, a reasonable description of the measures necessary to cure each nonmonetary violation.

9.2.1 Effect of Termination. If this Agreement is terminated as provided herein, LACAHSa may require Contractor to provide all finished or unfinished Documents and Data and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such documents and other information within fifteen (15) days of the request. LACAHSa may also withhold all or any portion of RPHP Funds not yet disbursed and require Contractor to return any funds expended in violation of this Agreement, the Guidelines, the Act, Measure A, or other applicable law. LACAHSa may also seek any and all legal and equitable remedies against Contractor for breach of this Agreement.

10. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

10.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a nonexclusive and perpetual license for LACAHSa to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement (“**Documents & Data**”). All Documents & Data shall be and remain the property of LACAHSa and shall not be used in whole or in substantial part by Contractor on other projects without LACAHSa’s express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Contractor shall provide LACAHSa reproducible copies of all Documents & Data, in a form and amount required by LACAHSa. LACAHSa reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by LACAHSa at the actual cost of duplication. In the event LACAHSa notifies Contractor of its decision to withhold all or any portion of RPHP Funds not yet disbursed under the termination provisions of this Agreement, Contractor shall provide all Documents & Data to LACAHSa upon receipt of such notice. Contractor shall have no right to retain or fail to provide to LACAHSa any such documents pending disbursement of any withheld funds. In addition, Contractor shall retain copies of all Documents & Data on file for a minimum of seven (7) years following completion of the Program and shall make copies available to LACAHSa upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Contractor shall make a reasonable effort to notify LACAHSa and provide LACAHSa with the opportunity to obtain the documents.

10.2 Subcontractors. Contractor shall require all subcontractors to agree in writing that LACAHSa is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to license any and all Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design

professionals other than Contractor or its subcontractors, or those provided to Contractor by LACAHSa.

10.3 Confidentiality and Release of Information.

10.3.1 Subject to any provisions of law, including but not limited to the California Public Records Act, any Documents & Data or materials deemed confidential by either Party shall be held confidential by the receiving Party who shall safeguard such confidential materials from unauthorized disclosure, using the same standard of care to avoid disclosure as the receiving Party treats its confidential information, but in no case less than reasonable care. Nothing furnished by either Party which is otherwise known or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor acknowledges that LACAHSa is a public entity subject to the Public Records Act, and any documents or information submitted by Contractor to LACAHSa may be subject to public disclosure, if required by the California Public Records Act or other applicable state or federal law, or by an order issued by of a court of competent jurisdiction.

10.3.2 Contractor shall not release any information or other materials created by or provided to Contractor in connection with this Agreement to any person or entity not connected with the performance of the Services or the Program without the prior written consent of LACAHSa, except as provided under this Agreement or required by law. Contractor shall not use LACAHSa's name or insignia, photographs of the Program, or any publicity pertaining to the Services or the Program in any print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, new releases, or other similar medium or otherwise publish or utilize any information or work product obtained or produced in connection with the performance of Services under this Agreement without the prior written consent of LACAHSa.

11. **RECORDS AND MONITORING**

11.1 Records and Monitoring. Contractor shall maintain accurate and complete records pertinent to the Program and Services funded under this Agreement, including auditable financial records, supporting documents and agreements, statistical reports, official files, and any other evidence necessary to demonstrate compliance with this Agreement, as further defined in the Guidelines. The foregoing shall be maintained on file by Contractor for at least seven (7) years after the expiration or termination of this Agreement and made available to LACAHSa upon request. LACAHSa or its authorized representatives shall have the right to access any documents, papers, or other records of Contractor which are pertinent to the RPHP Funds or the Program, for the purpose of performing audits, examinations, and/or review regarding compliance with the provisions of this Agreement and the Program Requirements, as well as to protect against fraud, waste and abuse. Such monitoring activities shall include, but are not limited to, inspection of Contractor's books and records, in addition to site inspections, as LACAHSa deems appropriate, upon reasonable notice, during normal business hours.

11.2 Audit Requirements. Contractor shall contract for an independent annual audit for each fiscal year RPHP Funds are received under this Agreement, to be completed within six (6) months after the end of the fiscal year being audited, for the purpose of determining

Contractor's compliance with this Agreement, the Act, and Measure A. Upon completion of the annual audit, Contractor will provide LACAHSa with a copy of all reports, letters, presentations and written materials delivered in connection therewith. At its sole discretion, LACAHSa reserves the right to elect to contract for the annual audit required by this section. If LACAHSa makes such an election, it will deliver notice of its election to Contractor on or before April 30 of the fiscal year being audited. For purposes of this section, "fiscal year" is defined as the period commencing on July 1 of a given calendar year and concluding on June 30 of the following calendar year. The obligations of Contractor, as set forth in this section, shall survive the termination or expiration of this Agreement. Any audit of a public agency shall comply with generally applicable standards.

11.3 Fiscal Management. Contractor agrees to adhere to generally accepted accounting principles and to maintain strong financial management systems and procedures and to utilize adequate internal controls, and maintain necessary source documentation for all costs incurred, all in accordance with the Guidelines, and any other fiscal policies, procedures and guidelines adopted by LACAHSa related to the use of RPHP Funds or the Program and in effect during the term of the Agreement. Contractor agrees that its fiscal control and accounting procedures will be sufficient to permit tracing of RPHP Funds adequate to establish that such funds have not been used in violation of the Act, Measure A or this Agreement. Contractor must adopt and follow policies, procedures and practices to prevent and detect fraud, waste, and abuse and to avoid actual, or appearances of, conflicts of interest, as required under the Guidelines.

12. INDEMNIFICATION.

12.1 Indemnification and Hold Harmless. To the fullest extent permitted by law, Contractor shall defend (with counsel of LACAHSa's choosing), indemnify and hold LACAHSa, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, or agents in connection with the performance of the Contractor's Services, the Program or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses except such loss or damage caused by the sole negligence or willful misconduct of LACAHSa. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Contractor, LACAHSa, its officials, officers, employees, agents, or volunteers.

13. GENERAL PROVISIONS.

13.1 Relationship of Parties. The parties hereto in the performance of this Agreement will be acting in the independent capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be deemed or construed to be the agent or employees of the other party for any purpose whatsoever.

13.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor: City of Los Angeles
Community Investment for Families Department
Attention: Abigail R. Marquez, General Manager
444 S. Flower Street 14th Floor
Los Angeles, CA 90071

LACAHSa: Los Angeles County Affordable Housing Solutions Agency
1370 N. St. Andrews Place, Room B-16 Los Angeles, CA
90028 Attention: Chief Executive Officer Email:
notices@lakahsa.gov

With a copy to:

Best Best & Krieger LLP 300 South Grand Ave., 25th Floor Los
Angeles, CA 90071 Attention: Michael Maurer and Paula de Sousa
Emails: michael.maurer@bbklaw or paula.desousa@bbklaw.com

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

13.3 Cooperation; Further Acts. The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

13.4 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

13.5 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County. In addition to any and all contract requirements pertaining to notices of and disbursement and use of funds, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code section 900 et seq. prior to filing any lawsuit against LACAHSa. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against LACAHSa.

13.6 Time of Essence. Time is of the essence for each and every provision of this Agreement.

13.7 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

13.8 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of LACAHSa. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

13.9 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to LACAHSa include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

13.10 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

13.11 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

13.12 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

13.13 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

13.14 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement, and does not have any other interest or relationship that would constitute a conflict of interest, or potential conflict of interest, with LACAHSa. For breach or violation of this warranty, LACAHSa shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of LACAHSa, during the term of his or her service with LACAHSa, shall

have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom. Contractor shall disclose to LACAHSa any future contributions made to members of the LACAHSa Board or any other LACAHSa officer or employee by the Contractor, or, if applicable, any of the Contractor's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with LACAHSa about this Agreement after the Effective Date of this Agreement, and within 12 months following the approval, renewal, or extension of this Agreement. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest or prohibited interest, Contractor shall immediately make full written disclosure of such facts to LACAHSa. Failure to comply with the provisions of this section shall be a material breach of this Contract.

13.15 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

13.16 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original, but all of which together shall constitute one and the same instrument. This Agreement may be executed using electronic or digital signatures in accordance with California law, which signatures shall be deemed an original.

13.17 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations and any audit and reporting requirements, shall survive any such expiration or termination.

13.18 Agreements with Third Parties. If Contractor enters into any agreements with contractors, consultants, subrecipients or other parties ("**Other Contracting Party**") for the use of RPHP Funds for the implementation of eligible activities ("**Third-Party Contracts**"), such Third-Party Contracts shall be consistent with the terms of this Agreement. Contractor shall include in all Third-Party Contracts a requirement to comply with all terms of this Agreement applicable to the work or services provided by the Other Contracting Party, and all legal requirements, including the Measure A requirements.

13.19 Subcontracting. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of LACAHSa. Contractor remains fully responsible for subcontractor performance and subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

13.20 Inconsistent Terms. In the event of any inconsistency or conflict between the terms of this Agreement and any exhibit, this Agreement will prevail. To the extent there is any discrepancy between the Guidelines and the Program Requirements, the more restrictive term shall control.

[SIGNATURES ON FOLLOWING PAGE]

DRAFT

LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY
CITY OF LOS ANGELES, CIFI

By: _____
Ryan Johnson
Interim Chief Executive Officer

By: _____
Abigail R. Marquez
General Manager

Dated: _____, 2026

APPROVED AS TO FORM:

Michael Maurer Paula C. P. de Sousa
General Counsel

EXHIBIT "A"
SCOPE OF SERVICES

Contractor shall provide the Services through its **[INSERT DESCRIPTION OF CONTRACTOR'S SPECIFIC SERVICES]** Programs.

DRAFT

Community Investment for Families Department
4.1.2 Narrative Proposal, b. Scope of Work

(1) Target population, geographic reach, and number of participants to be served: To address housing instability and prevent homelessness in a city as large and diverse as Los Angeles—home to nearly 4 million residents across 468.7 square miles with a population density of about 8,217 people per square mile—CIFD will implement a two-pronged approach combining short-term financial assistance with intensive, housing-focused case management. Services will be delivered through our established network of providers, including FamilySource Centers (FSCs) and Survivor First (SF) subcontractors, ensuring households receive both emergency financial support and trauma-informed, individualized case management to achieve long-term housing stability.

Originally, CIFD committed to serving 1,000 low-income households with a proposed \$11,027,082.73 request. However, with a revised budget award of \$1,300,000, CIFD is committed to serving 175 low-income households. The program will serve households at or below 80% Area Median Income (AMI), prioritizing households at or below 50% of AMI, as well as households on fixed incomes, immigrant communities, older adults, and survivors of domestic violence, sexual violence, and human trafficking.

Additionally, CIFD is revising its proposal, which initially sought to leverage its 19 FSCs to instead partner with six of these organizations. These organizations have a demonstrated ability to provide services to the Valley, Central Los Angeles, South Los Angeles, and San Pedro. These service areas are supported by trusted community-based organizations with deep, long-standing ties to their communities. Additionally, CIFD will partner with eight Survivor Services organizations whose locations are confidential based on the populations they serve. To reach communities where CIFD or its partners do not have a physical footprint, alternate options will be made available, including virtual access points, remote assessments, and telephone-based case management; cross-service area enrollment, allowing households to receive services from any FSC or SF provider regardless of where they live; extended partnerships with faith-based organizations, schools, and grassroots groups to increase reach in specific neighborhoods; and targeted outreach, assigning outreach workers to any areas with geographic gaps.

(2) Marketing, assessment, eligibility, and referral activities: CIFD will implement a coordinated outreach and referral process designed for equitable access and prioritization of households at the highest risk of homelessness. Outreach will focus on accessibility, cultural responsiveness, and community trust, targeting faith-based communities, socioeconomically vulnerable households, survivors, English Language Learners (ELL), individuals with disabilities, immigrants, and older adults. Activities include community presentations, neighborhood events, culturally tailored materials, and engagement by promotoras, trusted community workers who provide linguistically and culturally relevant navigation and support.

Multiple access points through FSCs and SF providers, alongside multilingual programming and a public website, will minimize barriers. Each FSC will leverage their existing FSC contract to employ a full-time Outreach Worker to guide residents through eligibility verification, which includes City residency, household income $\leq 80\%$ AMI, renter status, and documentation of an emergency threatening housing stability.

Eligible households will undergo a structured assessment using the California Policy Lab Homelessness Prevention Targeting Tool (HPTT). This tool provides a consistent and transparent method for identifying households at greatest risk of homelessness. The assessment includes an evaluation of immediate housing threats, such as notices to pay or quit; an analysis of household vulnerabilities, such as loss of income, public benefits, or health insurance; and a review of local priority factors, including recent medical crises, DCFS involvement, or ongoing behavioral health needs. High-risk households are then connected to a Housing Stability Advisor and Financial Coach for individualized planning.

4.1.2 Narrative Proposal, b. Scope of Work

SF providers will operate multiple survivor-centered access points, 24/7 hotlines, drop-in centers, and supportive service hubs to ensure that survivors of domestic violence, sexual violence, and human trafficking can seek assistance safely and confidentially. Hotline staff will assess survivors' immediate safety needs, housing vulnerability, and readiness to participate in financial or housing assistance programs. Eligibility for survivors will be determined in accordance with California Evidence Codes 1035, 1037, and 1038, which govern verification standards for sexual assault counselors, domestic violence counselors, and human trafficking case workers, respectively. These established protocols ensure accurate eligibility determinations while upholding safety, privacy, and trauma-informed practices.

The overall staffing configuration supporting this work will include Outreach Workers and promotoras, Housing Stability Advisors, and Financial Coaches, all of whom will play key roles in engaging community members, conducting assessments, and delivering services. Subcontracted community-based organizations will serve as full-service partners, responsible for localized outreach, eligibility verification, assessment, case management, and direct delivery of rental and financial assistance. Their long-standing relationships within the communities they serve will help ensure that households most in need are effectively reached and supported.

Together, the HPTT and SF risk-assessment tools will guide the prioritization process, ensuring that households facing the highest risk of homelessness receive assistance first. By maintaining consistent eligibility protocols, applying standardized assessment tools, and partnering with trusted community organizations, CIFD will ensure that all marketing, assessment, eligibility, and referral activities are implemented equitably and in alignment with best practices for serving the city's most vulnerable residents.

(3) *Proposed service delivery mechanism for providing emergency rental and flexible financial assistance:* CIFD will implement a streamlined and accountable system for delivering emergency financial assistance through its network of FSC and SF providers. These trusted community-based organizations will serve as the primary access points and service providers, leveraging their longstanding presence, cultural competence, and deep community relationships to ensure that assistance reaches those most at risk of housing instability. This funding will augment the City's existing \$46 million investment and expand provider capacity, increasing the availability of Housing Stability staff, emergency financial assistance, and strengthening the continuum of prevention services across the FSC and SF networks.

Before enrollment, all households being considered for financial assistance will receive an individualized assessment of potential tax implications. Staff will clearly explain any potential tax consequences and ensure that participants understand them before accepting assistance.

Upon verification of eligibility, payments will be issued directly to landlords or vendors, with emergency assistance disbursed within 15 days to prevent eviction or displacement. Financial assistance will be limited to a period of up to six months and will not exceed \$18,000 per household. CIFD anticipates an average household allocation of \$6,875. Allowable assistance will include rental arrears, security and utility deposits, ongoing rental support, utility payments, application fees, moving expenses, and essential household items. To ensure continued stability, households will be permitted to return for reassessment and additional assistance within the established caps if their housing crisis persists.

All payments will be tracked in real-time through CIFD's data system, which logs payment amounts, dates, vendors, and types of assistance. This system includes safeguards that flag potential duplicate payments, monitor processing timelines, and ensure funds are disbursed accurately and only once per eligible need. These controls strengthen fiscal accountability and prevent errors across the provider network.

4.1.2 Narrative Proposal, b. Scope of Work

Case management services will be delivered through an integrated model that combines financial coaching with housing stabilization supports, administered by FSC and SF subcontractors. Housing Stability Advisors will conduct a comprehensive assessment of each household's financial health, including banking access, credit condition, debt obligations, and savings capacity, to determine the minimum level of financial intervention needed to resolve the crisis. Based on this evaluation, Advisors will work with households to develop a tailored Housing Stability Plan that identifies goals, measurable objectives, detailed action steps, and strategies designed to promote long-term housing security.

Households will participate in monthly case management meetings, supported by ongoing communication through phone, email, or in-person contact. Case management services will include benefits navigation and counseling; connections to health, mental health, and public health programs; legal assistance; and coordination with in-house supportive services. Financial Coaches will partner with households to strengthen budgeting practices, credit-building, savings behavior, and overall financial resilience, ensuring that financial assistance is paired with the long-term skills needed to prevent future housing instability.

(4 & 5) Collaboration with subcontractors & partnerships: CIFD will ensure seamless collaboration across all program components through a coordinated, communication-driven approach that leverages both formal partnerships and longstanding informal relationships with community-based organizations, public agencies, and service networks. At the core of CIFD's collaboration strategy is an integrated service delivery model that aligns outreach, assessment, financial assistance, and case management across multiple providers, ensuring that households experience a unified and consistent pathway to housing stability regardless of where they enter the system.

To support this coordination, CIFD will maintain regular cross-agency communication through monthly provider meetings, shared case conferences, and joint problem-solving sessions designed to address emerging challenges, strengthen referral pathways, and promote consistent practices across subcontracting organizations. These meetings will be supplemented by real-time communication channels, such as shared dashboards, secure messaging systems, and centralized data-tracking tools, which enable staff across agencies to coordinate care, prevent duplication of services, and respond promptly to crises. CIFD will also provide technical assistance and ongoing training to ensure that all partners are aligned on program goals, administrative processes, and best practices for serving households at risk of homelessness.

CIFD's formal partnerships with FSCs, SF providers, and a network of over two dozen community-based organizations form the backbone of its regional service delivery approach. These partners bring extensive experience working with diverse communities, including immigrant households, survivors of violence, older adults, individuals with disabilities, and families facing multi-system involvement. Their deep local roots and cultural competence strengthen engagement, improve trust, and ensure that services are delivered in ways that reflect community needs and values. In addition to these contracted partners, CIFD maintains informal relationships with faith-based organizations, legal service providers, mental health agencies, school-based support teams, and local grassroots leaders. These relationships expand the referral network, increase program visibility, and allow households to access a broader continuum of supports that complement the program's housing-focused interventions.

CIFD will also collaborate closely with public-sector partners, including the Los Angeles Housing Department (LAHD), the County Department of Public Social Services (DPSS), and the Los Angeles Unified School District (LAUSD), to streamline referrals, coordinate benefits, and ensure that financial assistance is aligned with other stabilization efforts. Through shared protocols, warm handoffs, and co-enrollment strategies, families will be quickly connected to complementary resources, such as CalFresh, Medi-Cal, tenant protections, workforce programs, or legal advocacy services.

4.1.2 Narrative Proposal, b. Scope of Work

Together, these formal and informal partnerships, supported by intentional communication practices, shared technology, and coordinated service planning, will ensure that the program operates cohesively, minimizes service gaps, and delivers the highest-quality support to households at risk of homelessness.

(6) Data tracking and reporting: CIFD will use a secure, integrated data management infrastructure to meet all data collection and reporting requirements. Our web-based Human Service Data System, powered by Salesforce, captures household demographics, eligibility documentation, assessments, services, and outcomes in a single, centralized platform shared with partner agencies. Salesforce tracks each client's progression from entry to exit, including financial assistance, case management, referrals, and stabilization outcomes. Its real-time, outcome-based reporting supports the preparation of accurate monthly, quarterly, and annual reports, ensuring compliance with all funder requirements.

CIFD will also meet all reporting obligations through Neighborly, LACAHS's grant management platform. Required metrics, financial documentation, and outcomes will be submitted accurately and on time. Salesforce data will be routinely reconciled with Neighborly, and staff will receive ongoing training to maintain consistency and accuracy. CIFD's program administration team will conduct internal quality checks prior to every submission.

As lead applicant, CIFD will compile, verify, and submit all required reports for the full project, consolidating subcontractor data into unified summaries of performance, expenditures, outputs, and outcomes. Standardized data entry protocols and required provider training will ensure accuracy across the network. Agencies must enter data promptly, and CIFD will conduct weekly record reviews and monthly data audits, addressing discrepancies through technical assistance or corrective action.

The data system is fully compliant with Violence Against Women Act (VAWA) confidentiality requirements. Personally identifying information for survivors will not be entered into shared databases; instead, de-identified profiles will be used to monitor services while maintaining safety and privacy.

Subcontracted partners will submit data monthly, and CIFD will review these submissions during routine monitoring. Data collected through Salesforce and Neighborly will support data-driven decision-making, enhance provider coordination, and strengthen service delivery for vulnerable residents.

Through this integrated and secure data strategy, CIFD will meet all reporting requirements while ensuring strong accountability, transparency, and client confidentiality.

(7) Description of potential program risks and mitigation strategies: CIFD recognizes that effective program implementation requires proactive identification of potential risks and mitigation strategies to ensure service continuity, financial stability, and equitable access for participants. One of the most significant risks CIFD has historically confronted is the possibility of insufficient funding to meet the level of community need. Because CIFD's providers are well-known in their communities for offering a wide range of social support, households often seek services even when program funds are limited. Anticipating this ongoing challenge, CIFD has embedded prioritization tools into the program model to ensure that assistance is directed to households with the highest risk of housing instability. The FSCs utilize the HPTT to triage the most vulnerable families, while SF providers use trauma-informed assessments to identify survivors who are ready to transition to the next step in their housing journey, whether transitional or independent living. These tools ensure the safety of survivors, maximize program effectiveness, and support the efficient allocation of limited resources.

To support providers during periods of uncertain or fluctuating funding, CIFD has established fiscal mitigation strategies designed to preserve service continuity. CIFD has developed formal relationships with two regional banks to facilitate cash advance arrangements for subcontracted providers. This mechanism reduces the risk of cash flow disruptions that could otherwise hinder a provider's ability to issue emergency rental payments or flexible financial assistance in a timely manner. By stabilizing

4.1.2 Narrative Proposal, b. Scope of Work

provider cash flow, CIFD ensures that agencies can continue operations, maintain payroll, and respond swiftly to urgent participant needs without interruption.

Another risk is receiving referrals for individuals who are ineligible because they need higher-level, longer-term, or out-of-scope services. In these cases, providers will leverage alternative funding sources and grants to support internal referrals to complementary agency programs, such as long-term rental assistance, shelter, intensive case management, or financial coaching. When internal resources cannot adequately meet the need, CIFD's subcontractors will activate their established partnerships with other community-based organizations, housing providers, and homelessness services systems to ensure that each participant is connected with the most appropriate assistance. This coordinated approach prevents service gaps and ensures individuals receive support that aligns with their circumstances.

CIFD also employs continuous quality improvement strategies to proactively identify and address program risks. As a Community Action Agency funded by the Community Services Block Grant, CIFD implements the Results-Oriented Management and Accountability (ROMA) Framework. ROMA supports ongoing performance measurement by tracking progress, identifying challenges, and reallocating resources as necessary to improve outcomes. In parallel, CIFD maintains regular engagement with subcontracted partners at all staffing levels through routine meetings, on-site monitoring, data reviews, and ongoing technical assistance. These touchpoints allow CIFD to identify emerging issues early, gather real-time feedback from frontline staff, and collaboratively design responsive solutions before challenges escalate.

Through a combination of structured prioritization tools, financial safeguards, strong referral networks, and continuous monitoring, CIFD ensures that potential risks are mitigated effectively and that program services remain reliable, accessible, and responsive to the needs of the City's most vulnerable residents.

(8) Achieving performance measures: CIFD will implement a structured and transparent performance management system to ensure that all performance goals are met and consistently monitored. Similar to the FSC and SF programs, CIFD will develop a comprehensive service and outcome guide that clearly outlines all performance measures, required activities, and the specific supporting documentation subcontractors must collect to accurately report outcomes. This guide will ensure consistent service delivery and standardized reporting across all providers.

To support successful implementation, CIFD will host training sessions for program administrators and frontline staff to ensure they fully understand performance expectations, documentation requirements, and reporting procedures. Ongoing technical assistance will be available to address questions and reinforce best practices.

CIFD will also produce monthly performance measure dashboards that are shared with all subcontractors. This dashboard will illustrate actual performance against established goals, allowing providers to track their progress in real time. The dashboard will be reviewed during monthly directors' meetings, which will serve as peer learning forums to highlight best practices, troubleshoot challenges, and identify opportunities for improvement.

The table below identifies the performance measures, targets, and data sources that will be used to assess program effectiveness and ensure accountability across the network.

4.1.2 Narrative Proposal, b. Scope of Work

Performance Measure	Target	Strategies to Achieve	Data Source / Tracking Method
Reach: Applications received from all target populations and geographic areas	100% of target populations and geographic areas represented in applications	- Targeted outreach through FSCs, SSPs, faith-based, and community organizations - Outreach Workers/Promotoras provide culturally responsive engagement - Geographic targeting using ACS and LA Equity Index data - Multilingual materials and multiple access points	Salesforce-based Human Service Data System tracking applicant demographics, location, and population type
Timeliness: Eligible households receive assistance within 15 days of approval	85%	- Immediate eligibility verification - Direct disbursement of payments to landlords/vendors - Cash advance arrangements with partner banks to prevent funding delays - Standardized workflow and triage using HPTT	Salesforce tracking of application date, eligibility approval date, and payment disbursement
Barrier removal: Households report ease of access to services	80% report “easy” or “very easy”	- Outreach Workers/Promotoras provide navigation support - Multilingual application assistance and in-person, phone, or online options - Community information sessions and guidance for completing applications	Participant follow-up surveys; data entered and analyzed in Salesforce
Barrier removal: Households report getting needed help to complete applications	80%	- Dedicated staff provide step-by-step application support - Technical assistance from FSC and SSP staff - Referral to complementary services if additional support is needed	Participant follow-up surveys; Salesforce tracks provision of application support services
Grant management: Timely expenditure of funds	≥50% of financial assistance funds spent within first 9 months	- Structured disbursement schedule aligned with anticipated demand - Monitoring of monthly expenditures by CIFD administrators - Cash advance arrangements with banks to maintain liquidity	Salesforce tracking of disbursement date and amount; monthly fiscal reports
Effectiveness: Assistance received in time to remain housed or secure new housing	90%	- Case management via Housing Stability Advisors and Financial Coaches - Development of Individualized Housing Stability Plans - Ongoing monitoring and follow-up for emergent issues	Follow-up surveys; Salesforce tracking of Housing Stability Plan progress and outcomes
Effectiveness: Households remain housed 6 months after assistance	90%	- Continued case management and supportive services - Referrals to benefits, mental health, and other community resources - Use of data to identify early risk of housing loss and intervene proactively	Follow-up surveys; Salesforce tracking of housing status 6 months post-assistance

**EXHIBIT “A-1”
EMERGENCY RENTAL AND FLEXIBLE FINANCIAL ASSISTANCE
PROGRAM REQUIREMENTS**

1. Participant Eligibility

~~All applicants ultimately awarded contracts~~ Contractors must determine households’ eligibility for program services in accordance with the Program Guidelines, SB 679 and Measure A.

~~Awarded applicants~~ Contractors must collect and review documentation to verify that households meet all eligibility criteria for Emergency Rental and Flexible Financial Assistance as described in the Program Guidelines.

All program participants must:

- Live in Los Angeles County
- Have an annual income at or below 80 percent of AMI (providers are strongly encouraged to prioritize assistance to households at or below 50 percent of AMI)
- Be eligible renter households, which includes any household that currently resides in rental housing, whether with a written lease, verbal agreement, or other informal arrangement conferring rights of tenancy. It also includes households temporarily staying in another housing setting who do not have sufficient resources or support networks to maintain stable housing or to prevent housing loss and/or homelessness.
- Have experienced an emergency, crisis, or unexpected event within the previous 12 months that puts the household at risk of losing their housing such as:
 - Action of landlord or property management
 - Unlawful detainer (eviction lawsuit)
 - Threat of displacement or housing instability
 - Loss of income
 - Loss or delay of public benefits
 - Medical emergency
 - Change of household (birth, death, loss of income earner)
 - Natural disaster
 - Sudden increase in critical expenses
 - Other emergency that threatens housing stability

RPHP funds may not be used to provide support and services to people experiencing homelessness or to households that own a home or have a mortgage.

2. Program Requirements

~~All applicants awarded contracts~~ Contractors must comply with the Program Guidelines adopted in September 2025, as well as any updates issued during the contract period, including any contract renewal periods. Select elements of the Program Guidelines and other requirements are included below; however, ~~selected applicants~~ Contractors and any subrecipients or subcontractors

are responsible for reviewing the full Program Guidelines to ensure their ability to meet all requirements.

Marketing, Assessment, Eligibility and Referral: Must provide *Marketing, Assessment, Eligibility and Referral* services in addition to *Emergency Rental and Flexible Financial Assistance* either directly or in partnership with subcontractors. These required services should be accessible and low-barrier for households seeking assistance and should connect households to the most effective services for their needs in a timely manner. Prior to providing services, Contractor must provide LACAHSa information on how clients will access services, including but not limited to hours of operation, contact information, eligibility and prioritization requirements for publication on LACAHSa website prior to service launch.

Assessment and Prioritization: Are required to use a targeting tool or method to assess household needs and target services to those *most at risk* of eviction or homelessness. Assessment and targeting tools and processes should consider populations who have higher risk factors, which may include people who have been previously homeless, older adults, people with disabilities, families with minor children that are not yet school-age, families where the head of household is young, undocumented individuals, people living in impacted zip codes and those on fixed incomes.

May be required to implement and utilize a standardized assessment tool if such a tool is developed and adopted by LACAHSa during the contract period.

Limits on Financial Assistance: If operating Emergency Rental and Flexible Financial Assistance programs, may provide households assistance for a period of up to six months. Unless waived by LACAHSa, total financial assistance per household cannot exceed \$18,000. To ensure adequate and appropriate levels of assistance can be made available to as many households as possible, are strongly encouraged to customize the amount of assistance to households based on factors such as household size, income level, and ability to cover a portion of costs. Are also strongly encouraged to work with households to determine *the least* amount of assistance necessary to resolve the housing crisis, allowing households to return for reassessment and/or additional assistance if the crisis is not resolved.

Participation in Integrated Service Model: May be required to participate in the planning and development of an RPHP Integrated Service Model, designed to strengthen and expand coordination among existing RPHP programs to ensure the delivery of comprehensive services across Los Angeles County. Upon implementation of the Integrated Service Model, will be required to actively participate in and adhere to the model.

Tax Implications: If operating financial assistance programs, must have a clear understanding of what the income/benefits and tax implications are for their participants who receive financial assistance, must offer individual assessments for people regarding the potential impacts, and must make any potential consequences clear to participants prior to enrollment.

Grievance and Appeal Policy: Participating and eligible households must have the right to grieve any service that they believe was not properly delivered and to appeal any decision resulting in a denial or limitation of service. Must offer a grievance and appeals process that is as accessible and supportive as possible. This may include provisions that account for the fear and barriers that households may experience when reporting harm or unfair treatment; making the process available in multiple languages; offering the option to have an advocate present at any interview or hearing; and offering the option to file anonymously, through an advocate, or via a third-party system.

Housing Quality and Rent Reasonableness: Are encouraged to take reasonable steps to ensure that housing units supported with program funds are safe and of decent quality. Are also encouraged to verify that rents paid with program assistance are reasonable and consistent with market conditions. If housing is found to be substandard or the rent is determined to be excessive, are encouraged to assist households in securing alternative housing arrangements that meet acceptable standards of habitability and affordability or address habitability issues through referrals to legal services.

3. Eligible Costs

Activity Delivery

Activity Delivery includes the following cost categories. The combined total of all Activity Delivery costs may not exceed 25 percent of the total award amount. (Note that Administration is a separate cost category described in section 3 below.)

Marketing, Assessment, Eligibility and Referral

Eligible costs include:

- **Marketing:** Outreach, advertising, attending community events, visiting sites where low-income households facing a housing crisis may be found, and other efforts to ensure that the services are well publicized.
- **Assessment:** Gathering applications from potential participants, assessing their likely eligibility, and prioritizing applicants; establishing assessment and prioritization tools, and operating application and assessment mechanisms, such as electronic portals for receiving and reviewing applications.
- **Eligibility Determination:** Reviewing and assessing applications, meeting with potential participants and/or reviewing documents to verify eligibility, assisting households to gather needed documents to prove eligibility and document payment needs, and enrolling households in the program.
- **Referral:** Connecting eligible households to RPHP resources and services for which they are eligible, and which will help them to maintain their housing and to avoid eviction or homelessness.

Financial Assistance Administration

Eligible expenses include direct costs associated with the administration of assistance payments. These may encompass expenses such as staff time dedicated to processing

and issuing payments, costs related to required reporting and compliance activities, expenses incurred for payment systems or financial management software, and other reasonable costs that are necessary to ensure accurate and timely disbursement of assistance payments.

Case Management

Eligible expenses include providing housing-focused case management services to support housing stability for households receiving Emergency Rental and Flexible Financial Assistance, for the full duration of their assistance period. Eligible housing focused case management services may include, but are not limited to, the following:

- Ongoing assessment and housing stability support
- Preparation of a housing stability plan
- Support with accessing financial assistance, including completing financial assistance requests and following up on receipt of assistance and outcomes for households
- Providing information and referrals to community resources, and support with accessing County programs and other mainstream benefits and services offered by partner agencies

Assistance Payments

Programs may make a variety of payments and provide assistance for Emergency Rental and Flexible Financial Assistance intended to resolve a housing crisis.

Eligible costs include:

- Security Deposits and Other Required Deposits
- Rental Assistance (up to 6 months)
- Rental Arrears (no time limit for how far back arrears can be paid)
- Utility Deposits, Assistance and Arrears
- Move-in Expenses
- Essential Furniture and Cleaning
- Moving Expenses
- Relocation Expenses (to cover costs beyond what is legally required of property owners according to local or state law)
- Housing Stability Expenses:
 - Document Fees
 - Employment-Related Expenses
 - Transportation-Related Expenses, including vehicle repairs, public transportation costs, and rideshare service costs
 - Healthcare Costs, including medical bills
 - Food
 - Dependent Care
 - Short-Term Vocational Training

Unless otherwise noted, payments must be made to an eligible third-party such as a property owner, utility company, moving company or other vendor, and not directly to the participant household.

Households currently enrolled in or exiting a permanent or time limited subsidy program such as rapid rehousing, shallow subsidies, or other TLS, including Temporary Rental Assistance programs funded by RPHP, are not eligible for Emergency Rental and Flexible Financial Assistance.

The only exception to this requirement is if a household is enrolled in an income-based subsidy program (such as Housing Choice Voucher or Permanent Supportive Housing). These households may receive financial assistance only for rental arrears. Staff supporting households with Emergency Rental and Flexible Financial Assistance should make every effort to engage public housing authorities, landlords, property management, utility companies, and other vendors to establish appropriate rent or payment adjustments and reasonable payment plans prior to covering arrears for a household with an ongoing income-based subsidy.

Duration and Amount of Assistance

Households may receive up to six months of Emergency Rental and Flexible Financial Assistance not to exceed \$18,000 without prior approval of LACAHSa. Total financial assistance (inclusive of all financial assistance activities in accordance with the Transitional Program Guidelines) to a person/household allocated by LACAHSa and/ or an Eligible Jurisdiction must not exceed \$36,000 from any combination of eligible financial assistance activities within a 24-month period. After reaching either the assistance limit of \$36,000 or time limit of 24 months, a household must wait at least 6 months before receiving additional assistance. Households are not eligible for Emergency Rental and Flexible Financial Assistance if they are already receiving Temporary Rental Assistance through a program administered or funded by a LACAHSa Eligible Jurisdiction. Emergency Rental and Flexible Financial Assistance payments can only be authorized for one month at a time (excluding arrears payments) to ensure that households continue to reside in the assisted housing unit.

Administrative Costs

~~Applicants~~Contractors may include up to 12.5 percent of total costs for program administration and overhead costs (as defined in the Transitional Program Guidelines). Note that if contracts are renewed for subsequent years, the percentage of the award available for administrative costs is subject to change. A minimum of 50% of program administration overhead cost allowance must be passed through to any subcontractor.

4. Performance Measures

~~Selected applicants~~Contractors' performance will be evaluated based on metrics that assess the project's success in reaching target populations, providing timely and accessible support, effectively distributing funds, and ensuring housing stability for participants. In order to ensure consistency, LACAHSa has developed a survey tool to be used by all contractors, which is included in Attachment 1. Specific performance measures will include the following:

Reach

- Applications are received from residents in all target populations and geographic areas included in the initial proposal.

Timeliness & Barrier Removal

- 85% of households who are determined to be eligible for assistance receive assistance within 15 days of eligibility approval.
- 80% of households report in follow up surveys that the process was “easy” or “very easy”
- 80% of applicants report in follow up surveys that they got the help they needed to complete the application.

Grants management

- At least 50% of financial assistance funds are spent in the first nine months of the contract.

Effectiveness

- 90% of households report in follow up surveys that assistance was received in time to remain housed in the same location or secure new housing.
- 90% of households receiving assistance remain housed after 6 months.

5. Reporting Requirements

Must comply with all data collection and reporting requirements outlined in the *Program Guidelines*. This will include submission of data through Neighborly, LACAHSAs grant management program, which may include, but is not limited to:

- Household composition and demographics
- Eligibility including income, housing status, and qualifying event(s)/crisis(es)
- Prioritization factors
- Expenditure categories, payees, and amounts
- Time in program
- Destination at end of program

Will be required to submit monthly reports in a format and through a submission process specified by LACAHSAs. The reporting format and submission requirements will be finalized and communicated to ~~selected applicants~~ Contractors prior to the execution of any agreement. For collaborative applications, the lead applicant will be responsible for submitting all required reports on behalf of the full project, including all subcontractors.

EXHIBIT “A-2”

LACAHSA RPHP TRANSITIONAL PROGRAM GUIDELINES

LACAHSA RPHP Transitional Program Guidelines are located at the following internet hyperlink and incorporated herein by reference, as amended from time to time:

https://lakahsa.gov/wp-content/uploads/2025/10/LACAHSA-Transitional-Guidelines_September-2025.pdf

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**EXHIBIT “A-3”
PARTICIPANT SURVEY**

INSTRUCTIONS TO CONTRACTORS

Each contractor is responsible for administering a survey to all households receiving assistance not sooner than 30 days and not later than 90 days after issuing the assistance. The survey must, at a minimum, include the required questions listed below. Contractors may include additional questions to collect data that will inform their agency’s program operations and service delivery. Each contractor shall be responsible for compiling all survey results, including those obtained by any subcontractors, and submitting a summary report to LACAHS in the manner and timeframe specified in the professional services agreement.

SURVEY QUESTIONS

Thank you for taking a few minutes to complete this short survey. Your answers are anonymous, meaning that your responses will not be linked to your name. Please answer honestly. Completing the survey is optional, and your answers will not affect your eligibility for services in any way.

• How easy or difficult was it to apply for emergency funds?

- Very easy
- Easy
- Neither easy nor difficult
- Difficult
- Very difficult

• Did you get the help you needed from staff to complete the application (this could include help preparing the application, gathering and submitting required documents, translation or other support)?

- Yes, I received all the help I needed
- I received most of the help I needed
- No, I did not receive the help I needed

• Was the financial assistance provided in time to help you stay housed (in the same place or move into new housing)?

- Yes, I am in the same place
- Yes, I moved into new housing
- No, I was not able to retain or find new housing

• How would you describe your living situation and your level of worry about your housing?

- Mostly stable (not very worried)
- Somewhat stable (a little worried)
- Somewhat unstable (worried)
- Very unstable (very worried)
- I don’t currently have housing

- Please share any additional comments or feedback about your experience.

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**EXHIBIT “B”
COST PROPOSAL**

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1. Personnel & Benefits		
Line Item	Narrative	Annual Salary Range
FamilySource Center		
Housing Stability Advisor / Housing Case Manager	The Housing Stability Advisor/Case Manager provides advocacy and support services for families. This position is responsible for providing housing resources and location services, which includes identifying available and appropriate housing units, cataloging unit specifications, reviewing and negotiating leases with landlords/property managers, and conducting unit inspections to ensure they meet habitability standards. This position will provide assistance to help rent-burdened families resolve a crisis that would prevent them from being homeless. Each budget has FTE allocation.	\$73,667 - \$93,000
Case Manager - Leveraged Position	This position is leveraged and not reflected on the budget. The Case Manager will create client files for all participants enrolling in the FSC program. The Case Manager will assess the needs of the participant and co-create short and long-term goals with the participants. The Case Manager will refer the participant to any resources that will benefit the participant. Along with collecting all required documents and creating participant files, the Case Manager will input all information into CIFD's prescribe database and is responsible for monthly reports, which will include participant success stories.	N/A
Outreach Worker - Leveraged Position	This position is leveraged and not reflected on the budget. The Outreach Worker is responsible for acting as bridge between the community, the organization, and other community service providers. Must demonstrate initiative, resourcefulness, and problem-solving skills in applying a detailed knowledge of the responsibilities, functions, and underlying fluidity of the FamilySource Center. This position provides outreach to both internal and external stakeholders in the community service area. Ability to multitask, organize, and prioritize work to ensure the orderly and timely flow of customers throughout the office. Individual must possess an enthusiastic and congenial personality; excellent computer skills and interpersonal skills are essential. This position requires in person work attendance daily. Other duties include fieldwork and community engagement.	N/A
Financial Coach - Leveraged Position	This position is leveraged and not reflected on the budget. The Financial Coach provides personalized guidance and support to households to help them achieve and maintain long-term housing stability. The coach works one-on-one with participants to assess their financial situation, identify barriers to stability, and develop a practical action plan tailored to their needs. This includes helping households create and manage budgets, prioritize essential expenses, reduce debt, access public benefits and build savings. The financial coach also educates clients on credit, banking, and final decision-making, empowering them to make informed choices that strengthen their economic resilience. In coordination with the Housing Stability Advisor/Housing Case Manager, the coach ensures that financial strategies align with the household's housing goals, ultimately helping families remain stably housed and move toward greater financial independence.	N/A
Survivor Services		
Case Manager, Housing Advisor, Housing Case Manager, Housing Navigator, Lead Family Advocate	Case Management, Housing Navigator, and other direct service staff deliver housing stability services and administer the core interventions that make homelessness-prevention programs effective for survivor program participants, including landlord engagement, benefits access, financial coaching, housing navigation, and continuous advocacy. Their work produces measurable outcomes—maintaining housing, reducing crisis episodes, and improving overall safety—making these positions critical to program success.	\$46,696 - \$83,200
Community Services Program Manager, Housing Program Supervisor, Associate Director of Equitable Housing, Director of Permanent Housing	Program management and executive staff provide leadership, strategic guidance, and performance monitoring necessary to maintain effective and compliant homelessness-prevention interventions for program participants. By overseeing evaluation, staffing, partnerships, coordination across multidisciplinary teams, and continuous improvement efforts, these roles strengthen organizational capacity and maximize the impact and quality of grant-funded services.	\$66,996 - \$102,000
Chief Compliance Officer	The Chief Compliance Officer ensures regulatory fulfillment for program administration through employee training, upholding industry standards, developing policies, and evaluating organizational compliance with grant funding. The role possesses strong working knowledge of applicable legal, regulatory, contractual, and accreditation requirements.	\$135,200 - \$156,000
Hotline Workers - Leveraged Position	This position is leveraged and not reflected on the budget. Hotline Workers are responsible for responding to 24/7 crisis hotlines receiving calls from survivors and community partners inquiring for help and services. The Hotline Worker assesses the needs of the caller, triages, and connects the caller to appropriate, available resources. Hotlines must be staffed on a 24/7 basis and workers must received training certified per state of California standards for various survivor populations.	N/A
Data & Reporting Officers - Leveraged Position	This position is leveraged and not reflected on the budget. Data & Reporting Officers assist with inputting participant-related data into CIFD's prescribed database and maintaining records, including participant files. Officers ensure compliance across grant funding supporting the organization with respect to timeliness of data reported, documents and forms, and accuracy of data. CIFD requires organizations submit data on a monthly basis.	N/A
CIFD Admin		
Senior Program Manager	Develop curriculum and tools, planning and coordinating program activities. Direct staff in the development and monitoring of contracts for funded programs and projects and the provision of training and technical assistance to assist agencies in developing and maintaining client files; oversee staff on other technical and administrative assistance for the leveraged Survivors Service Program; direct staff in generating reports for management, City Council, City mayor; and related tasks. The position is prorated, not a full FTE.	\$143,215.92
Program Analyst -1 position	Prepare contracts for funded programs and projects; provide training and technical assistance to assist agencies in developing and maintaining client files; interpret agreement provisions, grant regulations, forms and other reporting requirements; work with agencies to address performance issues or other areas of improvement; provide assistance in contract monitoring and data analysis, provide technical assistance on data entry, and other technical and administrative assistance. Customize data tracking system for reporting, develop training and reporting material, provide ongoing training for end users, perform system maintenance and data analysis. The position is prorated, not a full FTE.	\$112,480.56 - \$139,749.84
2. Non-Personnel Costs		
Line Item	Narrative	
N/A	N/A	
3. Assistance Payments		
Line Item	Narrative	
Housing Related	PROPOSED Revision: Based on the delivery model data, households are behind on average \$6,875. CIFD will utilize the grant award funding to cover as much as possible for emergency rental assistance to help resolve housing instability and crisis, including rent, rental arrearages, and/ or security deposits.	
4. Administrative Costs		
Line Item	Narrative	

Other Admin	Administrative costs such as insurance, audit fees, office supplies, equipment leases, printing, and postage are essential to maintaining the agency's operational and financial integrity. Insurance and audits ensure organizational and fiscal compliance, protecting both the agency and the survivors we serve. Office supplies, equipment leases, and printing/postage support day-to-day operations, enabling staff to manage records, communications, and reporting efficiently. Funding these administrative expenses ensures a stable, compliant, and well-functioning infrastructure that allows program staff to focus on delivering high-quality, survivor-centered services.
Indirect Costs	Indirect costs are calculated according to the 15% de minimis indirect cost rate or according to a provider's federal cognizant agency approved indirect cost rate. If a provider uses a federally approved indirect cost rate, supporting documentation, including a copy of the provider's indirect cost rate approval letter from the cognizant agency, must be submitted to CIFD prior to budget approval.

Community Investment for Families Department

4.1.3 Cost Proposal

Item	TOTAL	Community Investment for Families Department	FSC-Toberman Neighborhood Center	FSC-Central City Neighborhood Partners Westlake	FSC- El Centro de Ayuda	FSC-EI Centro Del Pueblo	FSC- El Nido Family Centers - Pacoima	FSC- El Nido Family Centers - South LA	SF-1736 Family Crisis Center	SF-Center for the Pacific Asian Family	SF-Coalition to Abolish Slavery and Trafficking	SF-Haven Hills, Inc.	SF-Jenesse Center, Inc.	SF-Jewish Family Service Los Angeles	SF-Peace Over Violence	SF-Southern California Alcohol and Drug Program
Personnel and Benefits	\$ 367,279	\$ 64,211	\$ 12,098	\$ 18,242	\$ 12,087	\$ 12,111	\$ 12,085	\$ 12,007	\$ 38,429	\$ 21,690	\$ 41,253	\$ 30,369	\$ 32,443	\$ 28,034	\$ 23,051	\$ 9,170
Non-Personnel Costs*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistance Payments**	\$ 849,536	\$ -	\$ 34,902	\$ 52,258	\$ 34,913	\$ 34,889	\$ 34,915	\$ 34,993	\$ 109,755	\$ 59,333	\$ 104,009	\$ 84,259	\$ 87,470	\$ 85,321	\$ 66,285	\$ 26,234
Administrative Costs***	\$ 83,184	\$ 13,789	\$ 3,000	\$ 4,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,459	\$ 5,173	\$ 5,475	\$ 7,735	\$ 6,856	\$ 7,235	\$ 5,702	\$ 2,260
Total	\$ 1,300,000	\$ 78,000	\$ 50,000	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 157,643	\$ 86,196	\$ 150,737	\$ 122,363	\$ 126,769	\$ 120,590	\$ 95,038	\$ 37,664

Agency Name: (List Agency or Subcontractor Name):		Community Investment for Families Department		
PERSONNEL COSTS (List Proposed Staff and Role)		3/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Senior Project Coordinator-10%FTE	Sandra Cervantes	\$ 4,770.00	\$ 14,320.00	\$ 19,090.00
Program Analyst-10% FTE	Luz Castellanos Vargas	\$ 4,000.00	\$ 20,929.00	\$ 24,929.00
Personnel Sub- Total		\$ 8,770.00	\$ 35,249.00	\$ 44,019.00
Fringe Benefits-45.87%		\$ 4,022.80	\$ 16,168.72	\$ 20,191.52
TOTAL PERSONNEL AND BENEFITS		\$ 12,792.80	\$ 51,417.72	\$ 64,210.52
NON-PERSONNEL COSTS				
Printing/Duplication				\$ -
Office and Administrative Expenses				\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Housing Related		\$ -	\$ -	\$ -
Everything Else		\$ -	\$ -	\$ -
				\$ -
Total Client Assistance		\$ -	\$ -	\$ -
Subtotal Direct Program Costs		\$ 12,792.80	\$ 51,417.72	\$ 64,210.52
ADMINISTRATIVE COSTS				
Indirect Costs-21.48%		\$ 2,747.89	\$ 11,041.60	\$ 13,789.49
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL		\$ 15,540.69	\$ 62,459.31	\$ 78,000.00

Agency Name:		FSC-Toberman Neighborhood Center		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Stability Advisor-.33 FTE	Ariadna Ciuro	\$ 7,150.00	3,432.00	10,582.00
		\$ -	\$ -	0.00
Personnel Sub- Total		\$ 7,150.00	\$ 3,432.00	\$ 10,582.00
Fringe Benefits		\$ 1,024.60	\$ 491.81	\$ 1,516.40
TOTAL PERSONNEL AND BENEFITS		\$ 8,174.60	\$ 3,923.81	\$ 12,098.40
NON-PERSONNEL COSTS				
		\$ -	\$ -	0.00
		\$ -	\$ -	0.00
		\$ -	\$ -	0.00
		\$ -	\$ -	0.00
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	0.00
ASSISTANCE PAYMENTS				
Rental Assistance Payments		\$ 26,913.98	\$ 7,987.62	34,901.60
Total Client Assistance		\$ 26,913.98	\$ 7,987.62	34,901.60
Subtotal Direct Program Costs		\$ 35,088.57	\$ 11,911.43	47,000.00
ADMINISTRATIVE COSTS				
Indirect Costs 15%		\$ 1,226.19	\$ 588.57	\$ 1,814.76
Office and Admin Costs		\$ 1,185.24	\$ -	\$ 1,185.24
		\$ -	\$ -	\$ -
Subtotal Administrative Costs		\$ 2,411.43	\$ 588.57	\$ 3,000.00
TOTAL		\$ 37,500.00	\$ 12,500.00	\$50,000.00

Agency Name:		FSC-Central City Neighborhood Partners Westlake		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Stability Advisor-38% FTE	Sonia Peniche	\$ 9,494.30	\$ 4,557.26	\$ 14,051.56
Personnel Sub- Total		\$ 9,494.30	\$ 4,557.26	\$ 14,051.56
Fringe Benefits-29.82%		\$ 2,831.20	\$ 1,358.98	\$ 4,190.18
TOTAL PERSONNEL AND BENEFITS		\$ 12,325.50	\$ 5,916.24	\$ 18,241.74
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments		\$ 40,549.50	\$ 11,708.76	\$ 52,258.26
				\$ -
Total Client Assistance		\$ 40,549.50	\$ 11,708.76	\$ 52,258.26
Subtotal Direct Program Costs		\$ 52,875.00	\$ 17,625.00	\$ 70,500.00
ADMINISTRATIVE COSTS				
Admin Cost		\$ 3,375.00	\$ 1,125.00	\$ 4,500.00
			\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal Administrative Costs		\$ 3,375.00	\$ 1,125.00	\$ 4,500.00
TOTAL		\$ 56,250.00	\$ 18,750.00	\$ 75,000.00

Agency Name:		FSC- El Centro de Ayuda		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	TOTAL
Housing Stability Advisor-26%	Begonia Lara	\$ 6,552.00	\$ 3,144.96	\$ 9,696.96
		\$ -	\$ -	
Personnel Sub- Total		\$ 6,552.00	\$ 3,144.96	\$ 9,696.96
Fringe Benefits-24.65%		\$ 1,615.07	\$ 775.23	\$ 2,390.30
TOTAL PERSONNEL AND BENEFITS		\$ 8,167.07	\$ 3,920.19	\$ 12,087.26
NON-PERSONNEL COSTS				
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments		\$ 27,082.93	\$ 7,829.81	\$ 34,912.74
Total Client Assistance		\$ 27,082.93	\$ 7,829.81	\$ 34,912.74
Subtotal Direct Program Costs		\$ 35,250.00	\$ 11,750.00	\$ 47,000.00
ADMINISTRATIVE COSTS				
Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
TOTAL		\$ 37,500.00	\$ 12,500.00	\$ 50,000.00

Agency Name:		FSC-El Centro Del Pueblo		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	TOTAL
Housing Stability Advisor-34% FTE	Sinda Soto	\$ 6,644.74	\$ 3,189.47	\$ 9,834.21
		\$ -	\$ -	\$ -
Personnel Sub- Total		\$ 6,644.74	\$ 3,189.47	\$ 9,834.21
Fringe Benefits-23.15%		\$ 1,538.26	\$ 738.36	\$ 2,276.62
TOTAL PERSONNEL AND BENEFITS		\$ 8,183.00	\$ 3,927.84	\$ 12,110.83
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments		\$ 27,067.00	\$ 7,822.16	\$ 34,889.17
Total Client Assistance		\$ 27,067.00	\$ 7,822.16	\$ 34,889.17
Subtotal Direct Program Costs		\$ 35,250.00	\$ 11,750.00	\$ 47,000.00
ADMINISTRATIVE COSTS				0
Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
TOTAL		\$ 37,500.00	\$ 12,500.00	\$ 50,000.00

Agency Name:		FSC- El Nido Family Centers - Pacoima		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Stability Advisor- 29% FTE	Humberto Moran	\$ 6,787.45	\$ 3,257.98	\$ 10,045.43
Personnel Sub-Total		\$ 6,787.45	\$ 3,257.98	\$ 10,045.43
Fringe Benefits-20.3%		\$ 1,377.85	\$ 661.37	\$ 2,039.22
TOTAL PERSONNEL AND BENEFITS		\$ 8,165.30	\$ 3,919.35	\$ 12,084.65
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments		\$ 27,084.70	\$ 7,830.65	\$ 34,915.35
				\$ -
Total Client Assistance		\$ 27,084.70	\$ 7,830.65	\$ 34,915.35
Subtotal Direct Program Costs		\$ 35,250.00	\$ 11,750.00	\$ 47,000.00
ADMINISTRATIVE COSTS				
Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
		\$ -	\$ -	\$ -
Subtotal Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
TOTAL		\$ 37,500.00	\$ 12,500.00	\$ 50,000.00

Agency Name:		SF-1736 Family Crisis Center		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Supervisor-15% FTE	Jose Tovar		\$ 28,050	\$ 28,050
			\$ -	\$ -
Personnel Sub-Total			\$ 28,050	\$ 28,050
Fringe Benefits @ 37%			\$ 10,379	\$ 10,379
TOTAL PERSONNEL AND BENEFITS			\$ 38,429	\$ 38,429
NON-PERSONNEL COSTS				
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 109,755	\$ 109,755
			\$ -	\$ -
Total Client Assistance			\$ 109,755	\$ 109,755
Subtotal Direct Program Costs			\$ 148,184	\$ 148,184
ADMINISTRATIVE COSTS				
Office and Admin Cost		\$ -	\$ 9,459	\$ 9,459
		\$ -		\$ -
Subtotal Administrative Costs		\$ -	\$ 9,459	\$ 9,459
TOTAL		\$ -	\$ 157,643	\$ 157,643

Agency Name:		FSC- El Nido Family Centers - South LA		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Stability Advisor -30% FTE		\$ 7,116.00	\$ 2,846.40	\$ 9,962.40
Personnel Sub- Total		\$ 7,116.00	\$ 2,846.40	\$ 9,962.40
Fringe Benefits-20.52%		\$ 1,460.20	\$ 584.08	\$ 2,044.28
TOTAL PERSONNEL AND BENEFITS		\$ 8,576.20	\$ 3,430.48	\$ 12,006.68
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments		\$ 26,673.80	\$ 8,319.52	\$ 34,993.32
		\$ -	\$ -	\$ -
Total Client Assistance		\$ 26,673.80	\$ 8,319.52	\$ 34,993.32
Subtotal Direct Program Costs		\$ 35,250.00	\$ 8,319.52	\$ 34,993.32
ADMINISTRATIVE COSTS				
Admin Cost		\$ 2,250.00	\$ 750.00	\$ 3,000.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Subtotal Admin Costs		\$ 2,250.00	\$ 750.00	\$ 3,000.00
TOTAL		\$ 37,500.00	\$ 12,500.00	\$ 50,000.00

Agency Name: (List Agency or Subcontractor Name):		SF-Center for the Pacific Asian Family		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Community Services Program Manager-29% F	Jong-Ling Wu		\$ 17,898	\$ 17,898
Personnel Sub- Total			\$ 17,898	\$ 17,898
Fringe Benefits @ 21%			\$ 3,793	\$ 3,793
TOTAL PERSONNEL AND BENEFITS		\$ -	\$ 21,690	\$ 21,690
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 59,333	\$ 59,333
			\$ -	\$ -
Total Client Assistance			\$ 59,333	\$ 59,333
Subtotal Direct Program Costs		\$ -	\$ 81,023	\$ 81,023
ADMINISTRATIVE COSTS				
Indirect Costs- 23%		\$ -	\$ 2,981	\$ 2,981
Office and Admin Cost		\$ -	\$ 2,192	\$ 2,192
Subtotal Administrative Costs		\$ -	\$ 5,173	\$ 5,173
TOTAL		\$ -	\$ 86,196	\$ 86,196

Agency Name:		SF-Coalition to Abolish Slavery and Trafficking		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Associate Director of Equitable Housing-10% FTE	Rebecca Amado-Sprigg		\$ 10,011.48	\$ 10,011.48
Case Manager 3-50% FTE	Sierra Boes		\$ 31,200.00	\$ 31,200.00
Personnel Sub- Total			\$ 41,211.48	\$ 41,211.48
Fringe Benefits @ 1%			\$ 41.21	\$ 41.21
TOTAL PERSONNEL AND BENEFITS			\$ 41,252.69	\$ 41,252.69
NON-PERSONNEL COSTS				
		\$ -		\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$104,009	\$104,009
			\$ -	\$ -
Total Client Assistance			\$ 104,009.00	\$ 104,009.00
Subtotal Direct Program Costs			\$ 145,261.69	145261.6915
ADMINISTRATIVE COSTS				
Admin Cost			\$ 5,475.00	\$ 5,475.00
Office and Admin Cost				\$ -
Subtotal Administrative Costs			\$ 5,475	\$ 5,475
TOTAL			\$ 150,737	\$ 150,736.69

Agency Name:		SF-Haven Hills, Inc.		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Navigator I-1 FTE (40%)	Chinchay, Lilian		\$ 20,300.00	\$ 20,300.00
Housing Program Supervisor- 15%FTE	Hernandez, Rosa		\$ 7,308.00	\$ 7,308.00
Personnel Sub- Total			\$ 27,608.00	\$ 27,608.00
Fringe Benefits @ 1%			\$ 2,760.80	\$ 2,760.80
TOTAL PERSONNEL AND BENEFITS			\$ 30,368.80	\$ 30,368.80
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 84,259.00	\$ 84,259.00
			\$ -	\$ -
Total Client Assistance			\$ 84,259.00	\$ 84,259.00
Subtotal Direct Program Costs			\$ 114,627.80	114627.8
ADMINISTRATIVE COSTS				
Indirect Costs (15% DE MINIMIS RATE)		\$ -	\$ 4,555.32	\$ 4,555.32
Office & Admin Cost			\$ 3,180.00	\$ 3,180.00
Subtotal Administrative Costs			\$ 7,735.32	\$ 7,735
TOTAL		\$ -	\$ 122,363.12	\$ 122,363.12

Agency Name:		SF-Jenesse Center, Inc.		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Case Manager-10% FTE	Jones, Danielle		\$ 5,500.00	\$ 5,500.00
Case Manager (Housing)-50%FTE	Perez-Peneda, Claudia		\$ 23,994.00	\$ 23,994.00
Personnel Sub- Total			\$ 29,494.00	\$ 29,494.00
Fringe Benefits @ 10%			\$ 2,949.40	\$ 2,949.40
			\$ -	\$ -
TOTAL PERSONNEL AND BENEFITS			\$ 32,443.40	\$ 32,443.40
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 87,470.00	\$ 87,470.00
			\$ -	\$ -
Total Client Assistance			\$ 87,470.00	\$ 87,470.00
Subtotal Direct Program Costs			\$ 119,913.40	119913.3956
ADMINISTRATIVE COSTS				
Indirect Cost 15%		\$ -	\$ 4,866.51	\$ 4,866.51
Office & Admin		\$ -	\$ 1,989.00	\$ 1,989.00
Subtotal Administrative Costs			\$ 6,855.51	\$ 6,855.51
TOTAL		\$ -	\$ 126,768.90	\$ 126,768.90

Agency Name:		SF-Jewish Family Service Los Angeles		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Homeless Prevention Supervisor 65% FTE	Floridalma Manuel		\$ 21,528.00	\$ 21,528.00
Personnel Sub-Total			\$ 21,528.00	\$ 21,528.00
Fringe Benefits @ 30%			\$ 6,506.00	\$ 6,506.00
TOTAL PERSONNEL AND BENEFITS			\$ 28,034.00	\$ 28,034.00
NON-PERSONNEL COSTS				
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 85,321.00	\$ 85,321.00
				\$ -
Total Client Assistance			\$ 85,321.00	\$ 85,321.00
Subtotal Direct Program Costs			\$ 113,355.00	\$ 113,355.00
ADMINISTRATIVE COSTS				
Indirect Costs				\$ -
Admin Costs		\$ -	\$ 7,235.00	\$ 7,235.00
		\$ -	\$ -	\$ -
Subtotal Administrative Costs			\$ 7,235.00	\$ 7,235.00
TOTAL		\$ -	\$ 120,590.00	\$ 120,590.00

Agency Name:		SF-Peace Over Violence		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Case Manager I- 1 FTE	Sabrina Murillo		\$ 18,150	\$ 18,150.00
			\$ -	\$ -
Personnel Sub- Total			\$ 18,150	\$18,150.00
Fringe Benefits @ 27%			\$ 4,901	\$4,900.50
TOTAL PERSONNEL AND BENEFITS			\$ 23,051	\$23,050.50
NON-PERSONNEL COSTS				
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 66,285.00	\$ 66,285.00
			\$ -	\$ -
Total Client Assistance			\$ 66,285.00	\$ 66,285.00
Subtotal Direct Program Costs			\$ 89,336.00	\$ 89,336.00
ADMINISTRATIVE COSTS				
Admin cost			\$ 5,702.00	\$ 5,702.00
Office and Admin Cost			\$ -	\$ -
			\$ -	\$ -
Subtotal Administrative Costs		\$ -	\$ 5,702.00	\$ 5,702.00
TOTAL		\$ -	\$ 95,038.00	\$ 95,038.00

Agency Name:		SF-Southern California Alcohol and Drug Program		
PERSONNEL COSTS (List Proposed Staff and Role)		2/1/26 – 6/30/26	7/1/26- 6/30/27	Total
Housing Advisor -10%FTE	TBD		\$ 6,694	\$ 6,694
				\$ -
			\$ -	\$ -
Personnel Sub- Total			\$ 6,694	\$ 6,694
Fringe Benefits- 37 %			\$ 2,477	\$ 2,477
			\$ -	\$ -
TOTAL PERSONNEL AND BENEFITS		\$ -	\$ 9,170	\$ 9,170
NON-PERSONNEL COSTS				
N/A		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
TOTAL NON-PERSONNEL COSTS		\$ -	\$ -	\$ -
ASSISTANCE PAYMENTS				
Rental Assistance Payments			\$ 26,234	\$ 26,234
			\$ -	\$ -
Total Client Assistance			\$ 26,234	\$ 26,234
Subtotal Direct Program Costs			\$ 35,404	\$ 35,404
ADMINISTRATIVE COSTS				
Indirect Costs 14.5%		\$ -	\$ 1,330	\$ 1,330
Office and Admin Cost			\$ 930	\$ -
		\$ -	\$ -	\$ -
Subtotal Administrative Costs		\$ -	\$ 2,260	\$ 2,260
TOTAL		\$ -	\$ 37,664	\$ 37,664

SUBRECIPIENT AGREEMENT

Contractor:

[Contractor]

Title: LACAHSR Renter Protection and Homelessness Prevention

Program Component: Emergency Rental and Flexible Financial Assistance

Said Agreement is Number _____ of City Contracts.

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EXHIBITS

- EXHIBIT A. STANDARD CITY PROVISIONS FOR CITY CONTRACTS
- EXHIBIT B. INSURANCE REQUIREMENTS
- EXHIBIT C. NOTICE OF PROHIBITION AGAINST RETALIATION
- EXHIBIT D. SCOPE OF WORK AND CONTRACTOR RESPONSIBILITIES
- EXHIBIT E. LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY FUNDING AGREEMENT

AGREEMENT NUMBER _____ OF CITY CONTRACTS
 BETWEEN
 THE CITY OF LOS ANGELES
 AND
 |Contr_Uppercase|

THIS AGREEMENT ("Agreement" or "Contract") is entered into between the City of Los Angeles ("City"), a municipal corporation, and *|Contractor|* ("Contractor"), a California non-profit corporation, for the provision of services related to the Emergency Rental and Flexible Financial Assistance Program.

RECITALS

WHEREAS, the Community Investment for Families Department, ("CIFD"), has been designated by the City to provide for the proper planning, coordination, direction and management of the City's various community development activities;

WHEREAS, CIFD 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;

WHEREAS, the Emergency Rental and Flexible Financial Assistance Program that is the subject of this Agreement, has been established by the City as one of the above described programs, and has been funded in the CIFD budget, which has been approved by the Los Angeles City Council and the Mayor, allocating the Los Angeles County Affordable Housing Solutions Agency (LACAHS) Rental Protection and Homelessness Prevention (RPHP) Fund to provide support to CIFD in its efforts to address housing instability, reduce evictions and displacement, and prevent homelessness;

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

WHEREAS, pursuant to Los Angeles City Charter §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;

WHEREAS, pursuant to Council File Number 20-1433 the Mayor and City Council authorized CIFD to release the FamilySource System Program Request For Proposals (RFP) on December 8, 2022 to implement a continuum of care services that shall lead to three primary outcomes: (1) improved housing stability, (2) increased financial security, (3) improved academic achievement for the Family Source System Program. Contractor was selected through a competitive RFP process. Results of the RFP were approved by the City Council on June 9, 2023 and by the Mayor on June 20, 2023 (CF 23-0467), and a one-year procurement extension until June 30, 2027 was approved on January 30, 2026; and

WHEREAS, pursuant to Council File Number 24-0446 the Mayor (2/18/2025) and City Council (2/14/2025) approved the results of a competitive request for proposals ("RFP") to select survivor services contractor in February 2025 to build a comprehensive, continuum of services for survivors in the city of Los Angeles; 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 XXXXXX, approved by the City Council

on XXX XX, 2026 and concurred by the Mayor on XXXX XX, 2026) which authorizes the General Manager of the CIFD to negotiate and execute the Agreement.

NOW, THEREFORE, the City and 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 *|Contractor|*, a California non-profit corporation, having its principal office at *|AdminStreet|*, *|AdminCity|*, *|AdminState|* *|AdminZip|*.

§102. Representatives Of The Parties And Service Of Notices

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:

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

Abigail R. Marquez, General Manager
Community Investment for Families Department
444 S. Flower Street, 14th Floor
Los Angeles, CA 90071

With copies to:

Jacqueline D. Rodriguez, Director of Program Operations
Community Investment for Families Department
444 S. Flower Street, 14th Floor
Los Angeles, CA 90071

- B. The representative of the Contractor shall be:

|Administrative Liaison Name |, *|Liaison's Title|*
|Contractor|
|AdminStreet|
|AdminCity|, *|AdminState|* *|AdminZip|*
|AdminEmail|

§103. Service Of Notices

- A. The City's representative as stated above is the party authorized to provide written approvals by City to Contractor in reference to matters addressed in this Agreement.
- B. Formal notices, demands, and communications required by this Agreement to be given by either party shall be made in writing and may be delivered personally or by registered or

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

- C. If the name and/or address of the person designated to receive the notices, demands or communications changes, the affected party shall notify the other party in writing of the change in accordance with this section within five (5) days of the change.

§104. Conditions Precedent To The Execution

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

- A. Proof of insurance as required by the City in accordance with and attached hereto as Exhibit "B."
- B. A Certification of Compliance with the Living Wage Ordinance Service Contractor Worker Retention and Living Wage Policy in accordance with the Los Angeles Administrative Code §10.37 *et seq.*
- C. A Certification of Compliance with Slavery Disclosure Ordinance in accordance with §433, First Source Hiring Ordinance in accordance with §434, Local Business Preference Ordinance in accordance with §435, and Disclosure of Border Wall Contracting Ordinance in accordance with §445, available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) residing at www.rampla.org, prior to award of a City contract.
- D. Contractor shall submit a Code of Conduct to the City for approval and that it must meet the requirements of the Executive Directive Number FY 12-0001.

§105. Contractor's Administrative And Personnel Documents

Contractor warrants that it has adopted, shall retain, and make available upon request from the City, the following documents and their amendments, if any:

- A. Contractor's Financial and Accounting Procedures, which incorporate Generally Accepted Accounting Principles (GAAP) including, but not limited to, the preparation and submission of invoices, reconciliation of cash on-hand and earnings with City records, reporting and tracking of participant activity and earnings, repayment of unearned funds, preparation for the resolution of audits and inspections, inventory control, reporting and tracking of program income.
- B. Contractor's Personnel Policy, which incorporates due process protection and standard personnel procedures, and which the Contractor agrees to abide by in the performance of this Agreement.
- C. Agreements with Other Funding Sources: A copy of any agreements between Contractor and other public or private organizations that directly impact the activities funded under this Agreement shall be kept on file at Contractor's offices and be provided to the City upon Agreement execution. Contractor shall also notify City of any default, termination, or finding of disallowed costs under these agreements. Contractor warrants that no other funding source will be billed for services that are provided and paid for by the City under this Agreement.
- D. Board of Directors meeting minutes.

§106. Contractor's Duty To Notify City Of Changes

- A. Contractor agrees to provide the City sixty (60) days advance written notice of any facts that may materially affect the performance of this Agreement or impact the City's decision to continue this Agreement with the Contractor. Among the items to be disclosed are an amendment to its Articles of Incorporation or Bylaws, move to dissolve or transfer any assets derived from funds provided under §301 herein, negotiations leading to the sale, merger or acquisition of Contractor; debarment or contract termination by any other public entity and/or any final audit findings regarding Contractor's administration of any contract with public funds.
- B. Contractor shall notify the City within five (5) days of changes affecting this Agreement including actions that would change Contractor's legal status, any action that may materially change the performance of the Scope of Work (i.e., bankruptcy) and/or a change in Contractor's corporate name.

II. TERM AND SERVICES TO BE PROVIDED

§201. Time Of Performance

- A. The term of this Agreement shall be from **March 1, 2026 to December 31, 2026** and any additional time as may be necessary to close out activities, provided that said term is subject to the provisions of this Agreement ("Term"). Performance shall not commence until the City has approved all of the required documents described hereinabove, and is in receipt of those and/or other documents as described herein.
 - 1. Ratification Clause. Due to time constraints and the need for Contractor (and Subcontractor) services to be provided, Contractor may have provided services prior to the execution of this Agreement. To the extent that Contractor performed services in accordance with terms and conditions of this Agreement, it is hereby ratified.
- B. The City may, at its discretion, agree to extend the Term and/or provide additional funds to Contractor. Funding for contract extension(s) will be based on the availability to the City of state, federal, and/or City funds and upon the Contractor's successful performance of all terms of this Agreement.

§202. Scope Of Work And Contractor Responsibility

The Contractor shall provide contractual services, which are supported by the work task schedule identified in this section and Exhibit D. All work is subject to prior City approval.

[Add brief description of SOW]

The detailed Scope of Work is attached hereto as Exhibit "D" and incorporated herein by reference. Contractor shall complete the Scope of Work during the Term, except as otherwise provided herein.

§203. Budget

Contractor shall submit to the City for approval prior to the disbursement of any funds hereunder a proposed Budget. The Budget shall be prepared in accordance with the budget guidelines to be provided by the City. The Budget is a detailed listing of items for expenditure and scope of

service(s) under the terms herein. The Budget shall be submitted with all backup documentation as required and/or a cost allocation plan, if necessary and appropriate. All requests to modify the Budget must be made in writing and must be approved in writing by the City. The Budget shall also describe all subcontractor services to be used by the Contractor and the payment procedures for subcontractors.

III. COMPENSATION

§301. Contractor Compensation

A. Compensation

1. The City shall pay Contractor an amount not to exceed *|Amount Words|* Dollars (*|Amount|*) for the complete and satisfactory performance of the Scope of Work (Exhibit "D"). These funds shall be allocated from the LACAHSA RPHP Fund, and shall be expended in accordance with the approved Budget. Contractor's right to receive compensation is conditioned upon approval of the Budget by the City, compliance with the City's indemnification and insurance requirements, satisfactory performance of the Scope of Work, and compliance with the terms and conditions contained herein.

Term	Program	Funding Source	Amount
March 1, 2026 to December 31, 2026	Emergency Rental and Flexible Financial Assistance	LACAHSA RPHP Fund	* Amount *

2. In no event shall the final expenditures for the Term exceed the total compensation set forth above except as provided for by an amendment to this Agreement.
3. Contractor's reimbursement for expenses incurred in the performance of the Scope of Work shall be made only upon acceptance by the City of the Contractor's invoice and supporting documentation.
4. Expenditures shall be supported by properly executed payrolls, time records, invoices, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Checks, payrolls, invoices, vouchers, orders, or other accounting documents shall be clearly identified and readily accessible. Undocumented expenditures shall not be paid under this Agreement.
5. The City shall pay Contractor for salaries and eligible, allowable, and reasonable expenses as detailed in the approved Budget.
6. Contractor shall be paid either on a cost reimbursement or advance basis. If the Contractor were to receive advance funds, it must execute a City approved Special Bank Account Agreement before receipt of funds and shall comply with all contract and regulatory requirements for safeguarding advance funds. Request for advance payment basis is subject to City approval. A Contractor on a cost reimbursement basis of payment shall be paid by the City only upon reporting of actual costs incurred.

7. The dollar amount set forth above is subject to change and may be reduced by an amendment to this Agreement should the City determine that Contractor's performance does not justify the level of funding as provided for herein.
8. The Contractor shall maintain records by funding source, by line item for every expenditure incurred directly or indirectly under this Agreement. Expenditures shall be supported by properly executed documentation which includes, but is not limited to, pay rolls, time cards, requisitions for payment, rentals, leases, invoices, vouchers and any other official documents pertinent to the expenditures. Such records shall be maintained in a file and made available for periodic review by authorized representatives of City, federal and/or state agencies or other source(s) of funds awarded to the Contractor. Undocumented expenditures shall not be paid under this Agreement.
9. 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.

B. Funding of Agreement

Funding for the Scope of Work and Budget is subject to the continuing availability of funds for this program. This Agreement may be terminated immediately upon written notice to the Contractor of a loss or reduction of funds.

C. Payment to the Contractor

1. The City makes no commitment to fund this project beyond the initial Term of this Agreement. The City shall review Contractor's performance on a periodic basis. In the event the City determines that Contractor is not meeting its proposed performance measures, the City may unilaterally reduce the compensation set forth above in compliance with the provisions set forth in this Agreement, upon written notice to Contractor and as set forth by a written amendment.
2. Contractor shall be reimbursed for reasonable and allowable expenses incurred. Unless Contractor has been approved to receive advance payments, all payments shall be on reimbursement basis. Contractors who are on an advance payment plan authorized by the City as described in the Budget shall bill the City for all reasonable and allowable costs incurred.
3. Contractors not receiving advance payment shall request reimbursement by submitting the cash request, monthly expenditure report and all other invoice documentation, as required by the City. Contractor shall be reimbursed after the City has received the monthly expenditure report and all other required documents and after the City determines that Contractor has incurred and expended funds for reasonable and allowable costs under this Agreement.
4. Reasonable and allowable costs shall be determined pursuant to the Allowable and Unallowable Cost section herein.

- D. Stand-In Costs: Contractor shall identify, document, and account for stand-in costs. These stand-in costs shall be reported to the City on a quarterly basis.

- E. Profit: Contractor shall comply with any City Directives regarding profit or return on investment.
- F. Indirect Costs: For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the approval letter from the cognizant agency. The Contractor may elect to use the 15 percent de minimis rate, if the Agency does not have an approved indirect cost rate as permitted under 45 CFR § 75.414(f) and 2 CFR §200.414(f).
- G. It is understood that the City makes no commitment to fund this Agreement beyond the terms set herein.
- H. 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.
- I. Contractor agrees to offer the City any discount terms that are offered to its best participants 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.
- J. Overtime Work: Contractor is responsible for the efficient and effective administration of the contract through the application of sound management practices. The approved Budget for this Agreement does not include any line item for overtime work. Any overtime expenditures incurred by Contractor shall not be reimbursed through this Agreement.
- K. Travel: Travel must be approved in advance by the City and included in the Budget. Contractor shall be compensated for its reasonable travel expenses incurred in the performance of the Scope of Work.
- L. Reallocation of Funds: City reserves the right to unilaterally decrease funds allocated to Contractor in the event that the City determines that (i) Contractor has failed to provide adequate services as required in this Agreement, (ii) Contractor, based on its spending pattern as evidenced by invoices submitted, shall have unexpended funds at the end of the Term, or (iii) City determines that a reallocation of funds would better meet program objectives. Such reallocation of funds may be by written amendment to this Agreement or unilaterally imposed by the City by written notice to Contractor.
- M. 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.
- N. The Contractor shall submit invoices to the Community Investment for Families Department. Each 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. Any and all direct expenses must be documented and will be paid only in conformance with City policy 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.

- O. It is understood that the City makes no commitment to fund this Agreement beyond the terms set herein.
- P. 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.

IV. REPORTING REQUIREMENTS

§401. Reporting Requirements

- A. General Reporting: Contractor shall furnish to the City at the times and on the forms and formats, electronically or manually, as the City may require all records, reports, data and information pertaining to matters covered by this Agreement.
- B. Program Reporting: Contractor shall submit to the City the following program reports as identified below. Contractor shall submit to the City all required documents in accordance with all City procedures and Directives, which are incorporated herein by reference.

1. Monthly Fiscal Report

- a. Expenditure Report – Due on or before the 20th day of each month, the Contractor shall submit the Expenditure Report to the City, which reflects accrued expenditures as of the previous month on forms provided by the City.
- b. Cash Request – Due on or before the 20th day of the month, a Cash Request shall be submitted on forms provided. Contractors approved for cash advances shall submit a cash request on or before the 5th day of the month but not earlier than the 25th of the preceding month. If approved for cash advance, Contractor shall submit an expenditure report for costs incurred as of the 2 months preceding the month for which the cash is requested.

2. Closeout Report

- a. Within 45 days following the termination of this Agreement, Contractor shall submit to the City, on forms provided by the City, a complete and accurate final closeout invoice including accruals of allowable expenditures and a remittance for all unearned funds as identified in the close-out. Final requests to modify the Budget shall be submitted to the City thirty (30) days before the end of program period.

- b. In the event Contractor does not submit a final closeout or other required documentation within the prescribed time frame, the City reserves the right to unilaterally closeout the Agreement and use the invoice then on file at City for determination of Contractor's final allowable expenditures. The City shall not reimburse Contractor for expenditures reported after the 45 day closeout date following the termination of this Agreement. The City shall provide to Contractor the City closeout forms at least thirty (30) days before termination of the Agreement.

V. STANDARD PROVISIONS

The provisions of the body of this Agreement shall prevail over the provisions of the Standard City Provisions for City Contracts, which is attached hereto as Exhibit A and incorporated herein, should there be any inconsistency. The term "contract" as used in the Standard Provisions for City Contracts shall include this Agreement.

§501. Americans with Disabilities Act

In implementing this Agreement, Contractor represents and certifies that it will:

- A. 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. Not discriminate in the provision of its programs, services or activities 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. Provide reasonable accommodation upon request to ensure equal access to all of its programs, services and activities.

Contractor represents and certifies that any construction for housing performed with funds provided through this Agreement will be done in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40.

Contractor represents and certifies that its buildings, and facilities used to provide services in accordance with this Agreement, 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.

Contractor understands that the City is relying upon these certifications and representations as a condition to funding this Agreement.

Contractor will require its subcontractors, if any, to include this language in any subcontract.

§502. Insurance

A. General Conditions

1. During the Term and without limiting Contractor's duty of indemnification herein, Contractor shall provide and maintain at its own expense a program of insurance having coverage and limits customarily carried and actually arranged by the Contractor but not

less than the amounts and types listed on the Required Insurance And Minimum Limits Sheet (Form Gen. 146) in Exhibit B hereto, covering its operations hereunder. Such insurance shall conform to City requirements established by Charter, ordinance or policy, shall comply with instructions set forth on the City of Los Angeles–Instructions And Information On Complying With City Insurance Requirements (Revised 05/18) document, and shall otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. Specifically, such insurance shall: 1) protect City as an Insured or an Additional Interest Party, or a Loss Payee As Its Interest May Appear, respectively, when such status is appropriate and available depending on the nature of applicable coverage; 2) provide City at least thirty (30) days advance written notice of cancellation, material reduction in coverage or reduction in limits when such change is made at option of the insurer; and 3) be primary with respect to City's insurance plan. Except when City is a named insured, Contractor's insurance is not expected to respond to claims which may arise from acts or omissions of the City.

2. The standard City insurance conditions are incorporated into the sample standard subcontract provisions. The specific insurance coverages and limits shall be described by contractor in any RFP for subcontractor services. These coverages and limits should be tailored to the individual subcontract. For City contracts, Required Insurance and Minimum Limits are set by the City Risk Management staff in the Office of the City Administrative Officer on the Form Gen. 146. Electronic submission is the preferred method of submitting your evidence of insurance documents. KwikComply™ is the City's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance in electronic format. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access KwikComply™ at <https://kwikcomply.org> and follow the instructions to register and submit the appropriate proof of insurance on your behalf. Additional instructions and information on complying with City insurance requirements can be found at http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf.

B. Modification of Coverage

City reserves the right at any time during the Term 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, City agrees to negotiate additional compensation proportional to the increased benefit to City.

C. Failure to Procure Insurance

All required insurance must be submitted and approved by the City Administrative Officer/Risk Management/Insurance and Bonds prior to the performance of services, inception of any operations or tenancy by Contractor. The required coverages and limits are subject to availability on the open market at reasonable cost as determined by City. Non-availability or non-affordability must be documented by a letter from Contractor's insurance broker or agent indicating a good faith effort to place the required insurance and showing as a minimum the names of the insurance carriers and the declinations or quotations received from each.

Within the foregoing constraints, Contractor's failure to procure or maintain required insurance or a self-insurance program during the Term shall constitute a material breach of this Agreement under which City may immediately suspend or terminate this Agreement or, at its discretion, procure or renew such insurance to protect City's interests and pay any and all premiums in connection therewith and recover all monies so paid from Contractor.

D. Workers' Compensation

By signing this Agreement, Contractor hereby certifies that it is aware of the provisions of §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 such times as they may apply during the performance of the work pursuant to this Agreement.

A Waiver of Subrogation in favor of City will be required when work is performed on City premises under hazardous conditions.

§503. Nondiscrimination and Affirmative Action

- A. The Contractor shall comply with the applicable nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City. In performing this Agreement, the Contractor shall not discriminate in its employment practices, including compensation, against any employee or applicant for employment, because of such person's race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship and political affiliation or belief. The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- B. The Contractor shall comply with the provisions of the Los Angeles Administrative Code Sections 10.8 through 10.13, to the extent applicable hereto. If this Agreement contains a consideration in excess of One Thousand Dollars (\$1,000), Contractor shall comply with the Equal Employment Practices provisions of Los Angeles Administrative Code Section 10.8.3, in which event said provisions are incorporated herein by this reference. If this Agreement contains a consideration in excess of Twenty Five Thousand Dollars (\$25,000), the Affirmative Action Program of this Agreement shall be the mandatory contract provisions set forth in Los Angeles Administrative Code Section 10.8.4, in which event said provisions are incorporated herein by this reference. The Contractor shall also comply with all rules, regulations, and policies of the City's Board of Public Works, Office of Contract Compliance relating to nondiscrimination and affirmative action.
- C. Any subcontract entered into by the Contractor relating to this Agreement, to the extent allowed hereunder, shall be subject to the provisions of this section.
- D. No person shall on the grounds of race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief be excluded from participation in, be denied the benefit of, or be subjected to

discrimination under this program/project. For purposes of this Section, Title 24 Code of Federal Regulations Part 107 and Section 570.601(b) defines specific discriminatory actions that are prohibited and corrective action that shall be taken in a situation as defined therein.

- E. Contractor agrees to adhere to the Non-Discrimination/Equal Employment Practices ("ND/EEP") and Affirmative Action ("AA") program provisions during the entire duration of this contract. Contractor acknowledges its responsibility to comply with any and all ND/EEP and AA provisions as set forth in the applicable statutes, ordinances, rules, regulations, and/or laws.

§504. 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. Prior to obtaining the City's approval of any subcontract, Contractor shall disclose to the City any relationship, financial or otherwise, direct or indirect, of Contractor or any of its officers, directors or employees or their immediate family with the proposed subcontractor and its officers, directors or employees.
2. 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, 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 or more; ownership of five percent 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 a Contractor for the purchase of goods or services with any funds provided by this Agreement.
- 4. Minutes of Board Meetings must reflect disclosure of transactions where Board Members may have had a direct or indirect interest/benefit in the action.
- 5. No director, officer, employee (or agent) of Contractor may be on the Board of Directors if they receive any financial benefit provided by any City agreement.
- 6. 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).
- 7. Contractor shall not subcontract with a former director, officer, or employee within an one-year period following the termination of the relationship between said person and the Contractor.
- 8. For further clarification of the meaning of any of the terms used herein, the parties agree that references shall be made to the guidelines, rules, and laws of the City, State, and federal regulations regarding conflict of interest.
- 9. 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.
- 10. Contractor covenants that no member, officer or employee of 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 year thereafter.
- 11. 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."
- 12. Contractor warrants that it has adopted and shall comply with the Code of Conduct, as approved by the City that meets the foregoing requirements.

§505. Federal, State and Local Taxes

Federal, State, and local taxes shall be the responsibility of Contractor as an independent contractor and not as a City employee.

§506. Zero Waste Ordinance

The Zero Waste City Facilities and Events on City Property Ordinance (Los Angeles Administrative Code, Section 10.53) became effective on January 23, 2023. City facilities, City-permitted events held on City property, food or beverage providers, and other retailers operating on City property must be in compliance with the ordinance. The intent of the ordinance is to eliminate the use of disposable foodware and other items such as paper towels, encourage recycling and the use of recycled materials, and reduce food waste in City facilities and at events on City property. In addition, it prohibits many plastic items, including expanded polystyrene (EPS) foodware, plastic bags, and promotional items. Any Contractor that is a Food or Beverage Provider pursuant to LAAC Section 10.53.1(K) shall comply with the Zero Waste City Facilities and Events on City Property Ordinance, Los Angeles Administrative Code Section 10.53 et seq., as amended from time to time, which provisions shall be incorporated into and made a part of the contract by reference. Any subcontract entered into by the Contractor for work to be performed under the contract must include an identical provision.

§507. Compliance with Applicable Law

Contractor warrants and certifies that it shall comply with all applicable statutes, rules, regulations, and orders of the United States, the State, the County and City of Los Angeles. Contractor understands that failure to comply with any of the following assurances may result in suspension, termination or reduction of funds, and repayment by Contractor to City of any unlawful expenditures. Contractor further warrants and certifies that it shall comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement.

VI. ENTIRE AGREEMENT

§601. 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.

§602. 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.

§603. 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 sixteen (16) pages and five (5) 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 the next page.]

VII. 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 on _____

HYDEE FELDSTEIN SOTO, City Attorney

For: **THE CITY OF LOS ANGELES**,
a Municipal Corporation

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

By _____
Assistant/Deputy City Attorney

ABIGAIL R. MARQUEZ
General Manager
Community Investment for Families
Department

Date _____

ATTEST:

By: _____
ROSA E. BENAVIDES
Assistant General Manager
Community Investment for Families
Department

PATRICE Y. LATTIMORE, City Clerk

By: _____

Date: _____

Executed on _____

For: ***|CONTRACTOR|***

By: _____
|FirstSigner|
|Title1stSigner|

City Business License Number: *[City Tax Registration Certificate Number]*
Internal Revenue Service ID Number: *[Internal Revenue Service ID Number]*
Council File Number: XXXXXXXXXX
Dates of Approval: XXXXXXXX XX, 2026 (Council) and XXXXXXXX XX, 2026 (Mayor)
Said Agreement is Number _____ of City Contracts

EXHIBIT A
STANDARD CITY PROVISIONS FOR CITY CONTRACTS

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

Name: Contractor Name Date: 0X/XX/XXXX

Agreement/Reference: RHPH Emergency Rental and Flexible Financial Assistance

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 (WC) and Employer's Liability (EL)	WC <u>Statutory</u> EL \$ <u>1,000,000</u>
City	☐ Waiver of Subrogation in favor of ☐ Jones Act	☐ Longshore & Harbor Workers
☒	General Liability	\$ <u>1,000,000</u>
	☒ Products/Completed Operations ☐ Fire Legal Liability	☒ Sexual Misconduct <u>1,000,000</u> ☐ _____
☐	Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)	\$ _____
☒	Professional Liability (Errors and Omissions) Discovery Period <u>12 Months After Completion of Work or Date of Termination.</u>	\$ <u>1,000,000</u>
☐	Property Insurance (to cover replacement cost of building - as determined by insurance company)	\$ _____
	☐ All Risk Coverage ☐ Flood ☐ Earthquake	☐ Boiler and Machinery ☐ Builder's Risk ☐ _____
☐	☐ _____	\$ _____
☐	Surety Bonds – Performance and Payment (Labor and Materials) Bonds	\$ _____
☐	Crime Insurance	\$ _____

Other: 1) Professional Liability Insurance is required for any Contractor or Sub-Contractor that requires a Licensed Professional to perform their duties as part of this agreement.

2) In the absence of imposed Auto Liability requirements, all contractors using vehicles during the course of their contract must adhere to the financial responsibility laws of State of California.

EXHIBIT B INSTRUCTIONS AND INFORMATION ON COMPLYING WITH CITY INSURANCE REQUIREMENTS

(Share this information with your insurance agent or broker.)

NAME:	Admin Division
CITY AGENCY:	Community Investment for Families Dept.
ADDRESS:	444 S. Flower Street, 14th Floor Los Angeles, CA 90071
EMAIL:	cifd-contracts@lacity.org

GENERAL INFORMATION

1. **Agreement/Reference** All evidence of insurance should identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. **When to Submit** Normally, no work may begin until a CITY insurance certificate approval number (“CA number”) has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. **Acceptable Evidence and Approval** Electronic submission is the preferred method of submitting your documents. **KwikComply** is the CITY’s online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACCORD 25 Certificate of Liability Insurance** in electronic format. KwikComply advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **KwikComply** at <https://kwikcomply.org/> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Contractor must provide City a thirty (30) day notice of cancellation (ten (10) days for nonpayment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers’ Compensation Law.
- Professional Liability insurance

Verification of approved insurance and bonds may be obtained by checking **KwikComply**, the CITY’s online insurance compliance system, at <https://kwikcomply.org/>.

4. **Renewal** When an existing policy is renewed, have your insurance broker or agent submit a new Accord 25 Certificate or edit the existing Accord 25 Certificate through KwikComply at <https://kwikcomply.org/>.

5. **Alternative Programs/Self-Insurance** Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing

Groups, off-shore carriers, captive insurance programs and selfinsurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. (Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at (www.2sparta.com), or by calling (800) 420-0555.)

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). A Waiver of Subrogation on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property** Insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. Builder's Risk/Course of Construction is required during construction projects and should include building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A Crime Policy may be required to handle CITY funds or securities, and under certain other conditions. Specialty coverages may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Contractor Development and Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information

12. **Cyber Liability & Privacy** coverage may be required to cover technology services or products for both liability and property losses that may result when a CITY contractor engages in various electronic activities, such as selling on the Internet or collecting data within its internal electronic network. Contractor's policies shall cover liability for a data breach in which the CITY employees' and/or CITY customers' confidential or personal information, such as but not limited to, Social Security or credit card information are exposed or stolen by a hacker or other criminal who has gained access to the CITY's or contractor's electronic network. The policies shall cover a variety of expenses associated with data breaches, including: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft. The policies are required to cover liability arising from website media content, as well as property exposures from: (a) business interruption, (b) data loss/destruction, (c) computer fraud, (d) funds transfer loss, and (e) cyber extortion.

(Rev. 05/18)

EXHIBIT C
CERTIFICATION REGARDING
NOTICE OF PROHIBITION AGAINST RETALIATION

This certification is required by the regulations implementing Living Wage Ordinance. Contractor shall post a copy of the Notice to Employees Working on City Contracts Re: Living Wage Ordinance and Prohibition Against Retaliation, which is as below, in a prominent place in an area frequented by employees.

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 [http://bca.lacity.org/site/pdf/lwo/Notice To Employees Of Retaliation \(English\).pdf](http://bca.lacity.org/site/pdf/lwo/Notice%20To%20Employees%20Of%20Retaliation%20(English).pdf) and in Spanish at [http://bca.lacity.org/site/pdf/lwo/Notice To Employees Of Retaliation \(Spanish\).pdf](http://bca.lacity.org/site/pdf/lwo/Notice%20To%20Employees%20Of%20Retaliation%20(Spanish).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 call the Equal Employment Opportunity Enforcement Section at (213) 847-2625.

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
Phone: (213) 847-2625 — Fax: (213) 847-2777

Rev. 09/17

AGREEMENT NUMBER:

|Contractor|

CONTRACTOR/BORROWER/AGENCY

|FirstSigner|*, *|Title1stSigner|

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

EXHIBIT D

SCOPE OF WORK AND CONTRACTOR RESPONSIBILITIES

EXHIBIT E

**LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY
FUNDING AGREEMENT**