



L.A. REPAIR

Participatory Budgeting

A program of the LA Civil Rights Department

Proposal Development Grant Guidelines

Department	Civil + Human Rights and Equity Department
Title	L.A. REPAIR Participatory Budgeting Pilot Program Proposal Development Grant Guidelines
RAMPLA ID #	210936
Date Issued	Wednesday, October 18, 2023
Informational Webinars	<p>These webinars will explain L.A. REPAIR and this grant opportunity and answer questions from attendees. Two sessions are scheduled, and both will cover the same information.</p> <p><u>Thursday, October 26, 2023 @ 2:00 PM PST</u></p> <p>Please register in advance: https://us02web.zoom.us/webinar/register/7416976723539/WN_p6xpJTjgSiKr8M0UGHGTRg</p> <p><u>Thursday, November 2, 2023 @ 11:00 AM PST</u></p> <p>Please register in advance: https://us02web.zoom.us/webinar/register/9116976730467/WN_g6TLZ_UNSqubp1RDcYiWsA</p>
Questions Deadline	Friday, November 17, 2023 5:00 PM PST
Proposal Submission Deadline	Wednesday, November 29, 2023 12:00 PM PST (noon)
Questions & Proposal Submission Address	repair@lacity.org
Grant Administrator	Allison Wilhite, L.A. REPAIR Program Manager

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Introduction and Background

Civil + Human Rights and Equity Department

The Civil + Human Rights and Equity Department (LA Civil Rights) is focused on reducing bias and injustices while leveling the playing field. We do this work through Equity and Empowerment (E2) programming, the Office of Racial Equity, hate prevention, upward mobility programming, community engagement, outreach, discrimination enforcement, and commissions as well as advisory councils. Our Department oversees citywide initiatives that respond to issues of discrimination and equity, such as L.A. REPAIR, Peace and Healing Centers, and the LA For All campaign. We believe that our goals of equity and inclusion for all people can be achieved through hard work and collective action.

LA Civil Rights is responsible for the design, implementation, and evaluation of the L.A. REPAIR pilot program, the City's first participatory budgeting program.

L.A. REPAIR Background and Goals

In Fiscal Year 2021-22, former Los Angeles City Mayor Eric Garcetti proposed the Justice Budget, the most progressive budget in L.A. history. The Justice Budget included \$10 million directed to launch the Reforms for Equity & Public Acknowledgement of Institutional Racism (L.A. REPAIR) Innovation Fund, specifically for a participatory budgeting pilot program.

Participatory budgeting (PB) is a democratic process in which community members decide how to spend part of a public budget. PB is seen as the most direct way to enable traditionally excluded groups to decide on investment priorities in their communities – helping to overcome explicit or implicit systemic biases that may have prevented community priorities from being addressed. The participation of these communities in the allocation of public resources begins shifting decision-making authority away from a historically unrepresentative institution, into the hands of the historically disempowered residents. The intent of this process is to direct funding to the services based on what the community reimagines for post-pandemic priorities.

The City holds the following goals for the L.A. REPAIR program:

1. **Emphasize public ownership of government resources:** Direct available resources in a manner which residents feel is most urgently needed; trust grassroots groups to manage projects.
2. **Deepen democracy:** Increase the volume, quality, and longevity of residents' engagement in city governance.
3. **Improve trust in government:** Enhance transparency and accountability in budgeting decisions.

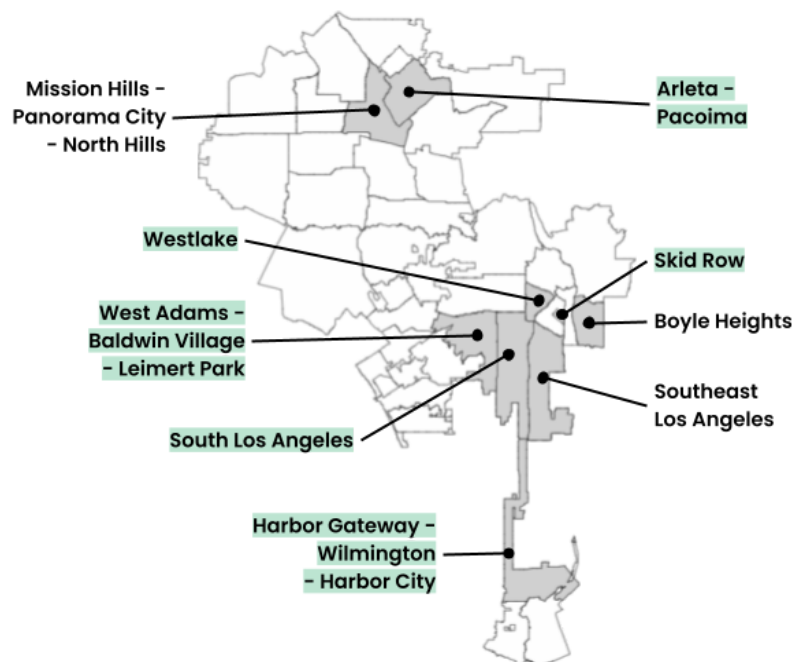
- 4. Build stronger communities:** Connect funding to community based organizations and local context by incorporating on-the-ground community knowledge — improving chances of successful and sustained outcomes that matter most to people.

These goals will be realized through a participatory process, in which the community will co-design the process, provide their ideas on how best to spend the available funds, propose programs in response to ideas, and vote on which programs are ultimately funded. LA Civil Rights has partnered with the Participatory Budgeting Project, a nationally recognized nonprofit expert in participatory budgeting, to assist with the implementation of this pilot program.

L.A. REPAIR Zones

L.A. REPAIR is currently in nine communities within the City of Los Angeles, referred to as REPAIR Zones. The nine L.A. REPAIR Zones sit at the intersection of race and poverty, where the legacy and consequences of structural and institutional racism are evident in our City. Most of the REPAIR Zones boundaries are the Community Plan Areas (a geographic boundary used in the City Planning process) with the exception of the Skid Row neighborhood due to the acute need of the community. The REPAIR Zones were identified as the highest need communities in the City by using the following indicators: COVID-19 morbidity rates, home access to Internet, overcrowded housing, high rates of pollution and low access to healthy foods, among others. A higher resolution map of the REPAIR Zones is available at REPAIR.lacity.gov.

This grant cycle is in response to the ideas collected from the following six REPAIR Zones (highlighted in green on the image below): Arleta - Pacoima, Harbor Gateway - Wilmington - Harbor City, West Adams - Baldwin Village - Leimert Park, Westlake, Skid Row, and South Los Angeles.



L.A. REPAIR Program Process

L.A. REPAIR will be implemented in two phases, with three REPAIR Zones in the first phase and the remaining six REPAIR Zones in the second phase. Each phase will follow the same process, described below.



- 1. Design the Process:** A Steering Committee composed of community members from across all nine REPAIR Zones develop the program guidelines that inform the Guidebook, available for download at REPAIR.lacity.gov.

An Advisory Committee for each REPAIR Zone composed of local community members planned outreach and engagement activities for their REPAIR Zone. Applications for all committee positions were evaluated by LA Civil Rights and Council Office staff for relevant lived experiences and skills. To avoid any conflict of interest, committee members may not submit a proposal and are not involved in the evaluation of proposals or the contracting process. Committee members serve in a volunteer capacity and are not financially compensated.

- 2. Idea Collection:** The Advisory Committees, with support from Community Engagement Partners, led outreach and engagement activities in their REPAIR Zone to solicit ideas for how to spend their portion of funds.
- 3. Develop Proposals:** Nonprofit and community based organizations transform ideas into service-based program or project proposals, complete with description, cost estimate, expected outcomes, and timeline. Proposal applications are evaluated by LA Civil Rights, and eligible proposals will be put forth on a ballot for the community to vote on which to fund.
- 4. Vote:** Anyone who is at least fifteen (15) years of age and lives, works, studies, or is the parent or guardian of a student within the REPAIR Zone, is eligible to vote on which proposals to fund. Voting occurs online and in person at designated voting locations. Proposal descriptions and voting locations will be posted on the REPAIR.lacity.gov website, and all eligible proposers may promote their program during the voting period on social media, by canvassing, etc., but may not spend more than \$500 in total on promotion.

- 5. Fund & Implement Program:** The proposals with the most votes will be presented to the City Council and recommended for funding. Once funding is approved, the selected proposers will enter a contract with LA Civil Rights that defines the funding distribution plan, reporting requirements, project deliverables, and other important details.

- 6. Evaluate the Process:** L.A. REPAIR stakeholders, including but not limited to Steering and Advisory Committee members, Community Engagement Partners, proposers, and participants, will be invited to provide feedback on the program. LA Civil Rights will provide a final report to the Mayor and City Council on the overall program outcomes.

Grant Eligibility and Available Funding

Eligible Proposers

Proposers who meet the following minimum eligibility requirements may submit a proposal. Eligible organizations must:

- Be a qualified nonprofit 501(c)(3) organization in good standing with Federal, State, and City licensing requirements applicable to its organization. Community based organizations without 501(c)(3) designation may apply in partnership with a lead organization or fiscal sponsor that does have 501(c)(3) designation;
- Be an established organization through Department of the Treasury Internal Revenue Service (W9) with a valid City of Los Angeles Business Tax Registration Certificate (BTRC);
- Be headquartered in Los Angeles County;
- Have a minimum of three years of prior service-based programming by the application deadline; and
- Follow non-discrimination and equal opportunity provisions mandated by Federal, State, and local laws.

If selected, Proposers must meet the City's administrative requirements to enter into a contract with the City before the funding is released.

Applying with partners or a fiscal sponsor

Community based organizations without 501(c)(3) designation may apply in partnership with a lead organization or fiscal sponsor that does. The lead organization or fiscal sponsor must meet all the above eligibility criteria for Proposers, and be the organization to submit the application. If a grant is awarded, the lead organization or fiscal sponsor will be the legal contractor with the City.

Applications with more than one organization applying in partnership or with a fiscal sponsor must provide a letter from each organization that acknowledges the agreement between the organizations and their roles, and if the lead organization or fiscal sponsor, also their understanding of the role as the legal contractor with the City if selected for funding.

Eligible Proposals

Eligible proposals will be service-based programs or projects that serve people within the REPAIR Zone. **Proposals must respond to at least one Program Concept identified for the REPAIR Zone** and meet the Public Benefit, Geographic Focus and Program Timeline requirements. No more than two proposals for different programs or projects for any REPAIR Zone may be submitted by an organization.

- **Program Concepts**: The Advisory Committee refined the ideas from the Idea Collection phase into common issues and themes, called Program Concepts. The proposed program or project must respond to at least one of the community identified Program Concepts in the corresponding REPAIR Zone as described in the attachments:
 - Attachment 1: Arleta - Pacoima Program Concepts
 - Attachment 2: Harbor Gateway - Wilmington - Harbor City Program Concepts
 - Attachment 3: Westlake Program Concepts
 - Attachment 4: West Adams - Baldwin Village - Leimert Park Program Concepts
 - Attachment 5: Skid Row Program Concepts
 - Attachment 6: South Los Angeles Program Concepts

- **Public Benefit**: The proposed program or project must provide a service to the REPAIR Zone community and be available to the public-at-large. Proposals that result in a 'gift of public funds' to individuals, households, and/or organizations are not eligible.

- **Geographic Focus**: The proposed program or project must prioritize services to people within the designated REPAIR Zone, and not beyond.

- **Program Timeline**: The proposed program or project must be completed, including all funds expended, within one year following the initial distribution of funding. Example eligible proposals may be pilot programs, one-time projects, or continued or expanded programming that will be completed within twelve (12) months.

Available Funding & Distribution Plan

The roughly \$8.5 million in City funding available for grants has been allocated to the REPAIR Zones according to estimated population. A baseline amount of \$775,000 was allocated to each REPAIR Zone, and REPAIR Zones with populations above 150,000 received a percentage share of the remaining funding. The total funding administered to selected programs may not exceed the allocated amount and number of available grants for that REPAIR Zone. Table 1 below provides a breakdown of the allocated funding and the maximum number of grants available for each REPAIR Zone.

Table 1: Total available funding and grants allocated per REPAIR Zone

REPAIR Zone	Population	Total Available Funding	Total Available Grants
Skid Row	7,000	\$775,000	Up to 3
Boyle Heights	89,477	\$775,000	Up to 3
Arleta - Pacoima	105,065	\$775,000	Up to 3
Westlake	118,392	\$775,000	Up to 3
Harbor Gateway - Wilmington - Harbor City	123,584	\$775,000	Up to 3
Mission Hills - Panorama City - North Hills	148,770	\$775,000	Up to 3
West Adams - Baldwin Village - Leimert Park	169,979	\$873,431	Up to 3
South Los Angeles	291,343	\$1,471,357	Up to 6
Southeast Los Angeles	300,143	\$1,514,712	Up to 6
Total	1,353,753	\$8,509,500	Up to 33

Minimum/Maximum Grant Funding and Grants Available

A total of up to thirty-three (33) grants are available at various funding levels across all REPAIR Zones. Up to three proposals will be selected for most REPAIR Zones and up to six proposals will be selected each for the South Los Angeles and Southeast Los Angeles REPAIR Zones.

Proposed budgets should be between a minimum of \$250,000 and up to a maximum of \$500,000. Be advised that in some cases, grants will be awarded that are less than the

proposed budget. Proposers are recommended to develop contingency plans to maximize funding at “scale” by providing an estimated cost per person served.

The total amount of funding provided will be determined on a Zone by Zone basis, in line with the number of votes received. In the instance of a tie vote or if top-ranked proposals collectively go over or under the available funding for the REPAIR Zone, the City will work with Proposers to scale their proposals and adjust their budgets accordingly without compromising the integrity of the proposed program or project.

Grant Funding Distribution and Reporting Procedures

In order to ensure City funds are being spent responsibly to implement the program or project scope of work, selected proposals will receive the grant funding in two payments, each following successful submission of required reporting or documentation:

- 50% of the funding will be distributed as an “advanced payment” after the submission of a list of estimated expenses is provided and the City contract is executed and encumbered; and
- 50% will be distributed at the half-way point of the program or project upon submission of a narrative progress report, including updates on key deliverables and metrics, and a financial report form.

At the end of the program or project and no later than one year from the contract date, a final narrative report and financial report form will be due to the City. If it is determined that the services are incomplete for any reason, some or all of the funding must be returned to the City no later than thirty (30) days after notice is given by the City.

All reporting requirements and deliverables will be detailed in the contract agreement between the City and the proposer to ensure compliance with the program requirements. The City will make reasonable efforts to support the proposer in successfully completing the reporting requirements.

Reporting Requirements

Proposers who are awarded funding will be required to maintain proper financial records of funds used, these records will be determined by the City in accordance with the City Controller policies and the City will make its best effort to reduce the burden of over-reporting. The intent is to ensure the funding is used as intended and to justify continuing this program. Minimum required will be receipts for materials purchased and payroll documents for staff. Proposers who are awarded funding will need to prepare an after-action report that will be incorporated into an annual report of all awards. The awardees will work with City staff to ensure a narrative can be presented on the funds used. Awardees will also participate in an evaluation of the participatory budgeting pilot program to improve the program for future iterations.

General Spending Restrictions

Once a program is selected and funded, the funds are subject to general restrictions on spending of City funds and taxpayer dollars, oversight, and audit, and must be used to carry out the goals and objectives identified in the grant contract for their intended purpose. Grant recipients must account for costs and justify expenditures. Using grant dollars for unjust enrichment, personal gain, or other than their intended use is not allowed and is considered theft. If it is determined that the funding is misused for any reason, some or all of the funding must be returned to the City no later than 30 days after notice is given by the City.

Selection and Funding Timeline (subject to change)

- Proposals Due: Wednesday, November 29, 2023 at 12:00 PM PST (noon)
- Proposals Vetted: December 2023
- Proposers Notified if Selected for the Ballot: early January 2024
- Ballot Content Requested and Reviewed: January-February 2024
- Vote: March 2024
- Winning Proposals Submitted to City Council for Funding Approval: early May 2024
- Grant Contract Negotiations & Review: August-November 2024
- Grant Contract Finalized & First Funding Payment (50%): December 2024
- Progress Narrative Report & Second Funding Payment (50%): June 2025
- Final Narrative Report: December 2025

Application & Evaluation Procedures

Application Procedures

Application Format and Contents

Applications should be submitted electronically as **one document in PDF format via email to repair@lacity.org no later than the posted deadline**. Please use legible fonts and formatting, such as Times New Roman font, size 12, single-spaced, and 1-inch margins. The order of contents should be as follows:

1. Cover Letter: An introductory letter (limited to one page) that includes the organization's name, Employer Identification Number (EIN), and mailing address, and the name, title, telephone number, and e-mail of the person(s) who will be authorized to represent the Proposer regarding all matters related to the proposal and any grant subsequently awarded to the Proposer.
2. Table of Contents: A clear identification of the contents by section and page numbers.
3. Summary: A one page, high level summary of the proposal which lists the REPAIR Zone, a title for the program or project, the proposed budget, and a brief, 100 word description of the program, population served, and goals.
4. Narratives: Following the guidance of the evaluation criteria in the next section, provide narrative responses and relevant attachments to the listed topics. In order to receive the maximum points possible to qualify for the voting phase, please be sure to respond fully to the descriptions for each criteria topic and within the word limit.
 - Shared Values and Community Investment
 - Program / Project Design
 - Capacity and Relevant Work Experience
 - Budget / Cost Effectiveness
5. Attachments:
 - Letters of Reference (at least two, no more than five)
 - Letter from a community member who has received your services (and who is unaffiliated and unrelated to the Proposer);
 - Letter from an organization you have collaborated with in the past or knows your work well;
 - Additional letters, if including
 - Simple Itemized Budget
 - Partner or fiscal sponsor letter(s), if applicable

Evaluation Procedures

Evaluation Criteria

Prior to evaluation, Proposals will be screened for eligibility based on the stated eligibility requirements. A review panel will review and score each eligible, complete, and fully responsive proposal. Proposals will be evaluated based on the following criteria and may include consideration of any or all of the listed factors at the City’s sole discretion.

Proposals must receive a minimum score of 70 out of 100 points by evaluators to qualify for the ballot, and up to nine proposals (the highest scoring nine proposals meeting the minimum score of 70) will be selected for the ballot in each REPAIR Zone.

Evaluation Criteria	Points
<p>Shared Values and Community Investment <i>Narrative description in 500 words or less</i></p> <p>Describes Proposer’s mission, history, and major accomplishments and how it has served marginalized communities through direct service, civic engagement, community interventions, racial justice and/or reconciliation work.</p> <p>Describes ways in which the Proposer has served local communities specifically within the REPAIR Zone and/or its strategies to stay accountable to communities historically impacted by racism and poverty.</p>	<p>20</p>
<p>Program / Project Design <i>Narrative description in 500 words or less</i></p> <p>Provides a narrative description of the proposed program, the population(s) served, and a work plan for how it will be implemented. The work plan should include key deliverables within the 1-Year timeframe that details intended goals, public benefit, and reach of the program / project to serve the REPAIR Zone. The work plan should also name and anticipate possible challenges to program implementation.</p> <p>The narrative description specifies how the proposed program responds to one or more of the Program Concepts identified by the community.</p>	<p>40</p>
<p>Capacity and Relevant Work Experience <i>Narrative description in 250 words or less + letters of reference</i></p> <p>Demonstrates the quality and depth of the Proposer’s experience and expertise as it relates to the services being proposed, including, but not limited to: training received; work experience with the City of Los Angeles, other</p>	<p>20</p>

Evaluation Criteria	Points
<p>government agencies and private contract activities; and description of services completed.</p> <p>Includes at least two letters of reference attesting to the Proposer’s experience. This includes a letter from a community member who has received your services (and who is unaffiliated and unrelated to the Proposer) and a letter from an organization you have collaborated with in the past or knows your work well.</p> <p>If applying with partner organizations or a fiscal sponsor, describes the relationship between the organizations and the breakdown of roles and responsibilities in implementing the services.</p>	
<p>Budget / Cost Effectiveness <i>Narrative description in 250 words or less + simple itemized budget</i></p> <p>Describes how the proposed program will be implemented within the timeline proposed (not to exceed 1-year) and within the proposed budget.</p> <p>The proposed budget justifies the cost of the programming and demonstrates an ability to maximize funding, including a description of how the program may be scaled in the event of multiple programs being selected in the REPAIR Zone.</p>	20
Final Score	100 Points Possible

Protest Procedure

If a proposal is determined to not meet the minimum eligibility criteria and/or the point threshold during evaluation, the Proposer may protest the determination. Notice of protest must be submitted by email within two business days of receiving the determination. Confirmation of the protest will be acknowledged within forty-eight hours or two business days. Protests must be sent via email to:

Allison Wilhite , L.A. REPAIR Program Manager
 repair@lacity.org

Protests may not include any new or additional information that was not submitted with the original proposal. Only one protest per proposal shall be permitted.

All protests must be submitted within the time limits set in the above paragraphs. The protest shall clearly state the grounds of protest and the relief sought. The protest will be reviewed by a Protest Committee, composed of staff of the Department. The Protest Committee shall conduct an internal meeting to review the protest and submit recommendations to the General Manager of LA Civil Rights, who will render the final and ultimate decision. The final and ultimate decision will be made within fifteen (15) business days via email after the protest is acknowledged and will be issued in writing.

Legal and Contractual Requirements

Regional Alliance Marketplace for Procurement (RAMP)

If awarded a grant, proposers will need to register with the City's Regional Alliance Marketplace for Procurement (RAMP) in order to complete contractual requirements. RAMP is free and allows organizations to search, view, and download information about all of the contracting opportunities offered by the City of Los Angeles.

Preparation of Proposal Cost

Each proposal prepared in response to this grant shall be prepared at the sole cost and expense of the Proposer(s) and with the expressed understanding that no claims against the City for reimbursement will be accepted. All proposals will become the property of the City and will not be returned to the Proposer.

Disposition of Proposals and Public Records

All proposals submitted in response to this grant will become the property of the City of Los Angeles and a matter of public record. The Proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure under the Public Records Act, (California Government Code Section 6250 et seq.). Any Proposer claiming such an exemption must also state in the proposal its refusal to disclose such material, trade secrets, or other proprietary information to any party making a request. Any Proposer who fails to include such a statement shall be deemed to have waived its right to an exemption from disclosure as provided by said Act.

Rights Reserved by the City

The City reserves the right, at its discretion, to pursue any or all of the following actions regarding this grant:

- Request additional information and/or clarification from the Proposers;
- Reject any or all proposals, permit the timely correction of errors, or waive minor deviations;
- Withdraw this grant or extend the time for submittal;
- Shortlist any or all proposals and schedule presentations by the Proposers;
- Take whatever other action it deems in its interest;
- Restrict the review or distribution of all proposals until a contract is awarded; and
- Substitute subconsultants as deemed necessary.

The City may consider proposals that contain provisions that deviate slightly from the requirements in these grant guidelines, if the deviation(s) are not considered material. However, if the originator of such a proposal is awarded a grant, the Proposer will be expected to perform in full compliance with the objectives described herein. These grant guidelines do not obligate the City to accept any proposal, negotiate with any Proposer, nor award a grant in response to this grant opportunity.

Acceptance of a Lesser Award

Be advised that in some cases, grants will be awarded that are less than the applicant's request. The proposed work may be reduced accordingly and/or the grantee may continue to fully execute the proposed work with other sources.

Affirmative Action

The Contractor shall abide by and obey all applicable Federal, State, and City laws, including, but not limited to, the nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City. The selected Proposer shall stipulate that in any action related to the awarded contract, venue shall be in the County of Los Angeles, State of California.

Amendments or Extensions

Requests for amendments to grant contract language are discouraged but allowed. Requests must be submitted in writing at least thirty (30) days in advance of the effective date of change. Requests for extensions beyond the allotted one year must be submitted in writing before the contract year expires. Requests for changes should be considered only in extreme cases of unforeseen circumstances that are beyond the contractor's (grantee's) control. Approval of any type(s) of contractual adjustment is at the complete discretion of the City. Amendments may result in pecuniary penalties of up to \$1,000.

Assurance of Compliance

By signing this application, the applicant hereby assures and certifies that he/she/ they will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as well as all regulations of the State of California, and the ordinances, regulations and policies of the City of Los Angeles issued pursuant to these statutes and that he/she will immediately take any measures necessary to comply. Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), the applicant also certifies that he/she/they will provide a drug-free workplace.

City of Los Angeles Business Tax Registration Certificate

The City Clerk's Tax and Permit Division is responsible for the collection of various taxes, fees, and charges as required under the Los Angeles Municipal Code, Section 21.03 L.A.M.C. (Imposition of Tax), which requires persons engaged in any business or occupation within the City of Los Angeles to register and pay the required tax due. Businesses, including vendors, owing a business tax are issued a Business Tax Registration Certificate (BTRC).

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate, or Vendor Registration Number. To obtain a Business Tax Registration Certificate ("BTRC") call (213) 473-5901 and pay the respective business taxes.

The address is as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 200 North Spring Street, Los Angeles, CA 90012. For more details, visit finance.lacity.org.

The steps to register your business with the City of Los Angeles are listed on the Start Up Guide that can be accessed at: <https://business.lacity.org/start-business/startup-guide>

Business Tax Exemption

In some cases, businesses are not required to pay a business tax, depending on the nature and location of their work. In those cases, the vendor is issued a Vendor Registration Number (VRN). In order to be paid under contract with the City, a Tax Registration Certificate Number (TRC) or Vendor Registration Number (VRN) must be provided to the Controller's Office. Nonprofit organizations may apply for an Exempt Tax Registration Certificate.

Contract Termination and Disencumbrance

City contracts can be terminated within 60 days at any time by written notice of either party. It is the responsibility of the grantee to sign and return contracts, to notify the Grant Program in writing of any necessary changes in the project description or contract term, to respond to requests for additional information and invoice in a timely manner. Failure to do so may result in processing delays or forfeiture of a grant award. All grant-funded projects must be completed within the project year of the grant award. Funds for projects are subject to disencumbrance if not completed within the designated year. In the sole discretion of the City of Los Angeles, if a contractor (grantee) is in default with regard to any obligations or previous contracts with The Civil, Human Rights and Equity Department or other City departments, the City has the authority to deny or terminate further contracts.

Equal Benefits Ordinance ("EBO")

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance.

All Proposers shall complete and submit the Equal Benefits Ordinance Compliance Affidavit (available on RAMP) prior to award of a City contract that exceeds \$25,000. The affidavit shall be valid for a period of three years from the date it is first uploaded onto RAMP. Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO Affidavit. Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at bca.lacity.org.

First Source Hiring Ordinance ("FSHO")

Unless approved for an exemption, contractors (grantees) under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the

provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance.

All Proposers shall complete and electronically sign the FSHO Compliance Affidavit (available on RAMP) prior to award of a City contract. The affidavit shall be valid for a period of three years from the date it is first uploaded onto RAMP.

Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's website at bca.lacity.org.

Living Wage Ordinance and Worker Retention Ordinance (Appendix IV)

Unless approved for an exemption, vendors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000 and a contract term of at least three months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance ("LWO") and 10.36 et seq., Worker Retention Ordinance ("WRO").

Proposers who believe that they meet the qualifications for one of the exemptions shall apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501(c)(3) Non-profit Exemption Application (Form OCC/LW-28), and Non-Coverage Determination Application (Form OCC/LW-29). These forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at bca.lacity.org.

Financial Management

Grantees are required to maintain accounts, records and other evidence to justify costs incurred and revenues acquired relating to their project. The accounting system used by the grant recipient shall be in accordance with generally accepted accounting principles and should be applied in a consistent manner, so that project expenditures can be clearly identified as grant funds or matching funds (if applicable). The advice and/or services of a professional accountant are recommended. More specifically, grantee financial management systems must be provided upon request and must be an accurate, current and complete disclosure of the financial accounting for the grant project, include records which adequately identify the source(s) and application of funds for grant-sponsored activities, and provide accountability for all grant-related financial activities including productivity data. Accounting records must be supported by source documentation.

Independent Contractor Status

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

Insurance and Indemnification

The Contractor must provide evidence of coverage with minimum limits, submitted, and approved prior to occupancy/start of operations. All insurance certificates must be submitted online using the self-service site at kwikcomply.org.

Contractor undertakes and agrees to defend, indemnify and hold harmless City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and cost of litigation, damage or liability of any nature whatsoever, including, but not limited to, death or injury to any person, including contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the acts, errors, omissions or willful misconduct incident to the performance of this Contract by the contractor or its subcontractors of any tier. The provisions of this paragraph survive expiration or termination of this Contract.

During the term of an awarded contract and without limiting contractor's indemnification of the City, contractor may be required to provide and maintain at its own expense General Liability/Special Event Liability insurance covering its operations or event. General Liability coverage is required whenever the City is at risk of third-party claims which may arise out of contractor's work, presence or special event. Such insurance shall conform to City requirements established by Charter, ordinance or policy, and shall otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. Information is available on a City program called PROMPT COVER, which provides liability coverage for short-term special events.

The City shall, through a duly authorized representative, have the right to examine and conduct an audit and re-audit of any pertinent books, documents or other records involving transactions relating to grant recipients for a period of two years after final payment for grant-related activities

Location Requirement

All funded activities must take place within the City of Los Angeles. The City reserves the right to negotiate the relocation of grant-funded activities.

Payments and Reporting

Selected proposals will receive the grant funding in two payments. 50% of the funding will be distributed as an "advanced payment" upon submission of a list of Estimated Expenses, available after the City contract is executed and encumbered. The remaining 50% will be distributed upon submission of two documents after all public services are completed: a Final Narrative Report of Outcome Metrics and a Final Financial Report Form. If the services are

incomplete for any reason the full 50% first payment is due back to the City of Los Angeles no later than 30 days after the reporting deadline.

An organization must be prepared to leverage its project with matching funds as well as provide timely and complete invoices of real expenses and wait fifteen to thirty days for city checks to be processed. Incomplete invoices will be returned and will slow the reimbursement process.

Once a program is selected and awarded a grant, the funds are subject to general restrictions on spending of City funds and taxpayer dollars, oversight, and audit, and must be used to carry out the goals and objectives identified in the grant contract for their intended purpose. Grant recipients must account for costs and justify expenditures. Using grant dollars for unjust enrichment, personal gain, or other than their intended use is not allowed and is considered theft. Repayment of funding misused or underutilized will be mandated if an organization is found to have misused funding.

Potential Penalties

Grant recipients should understand and agree that the City may assess one or more financial penalties for issues such as:

- Requesting and processing contract extensions or amendments to contract language
- Processing invoices and reports that are received later than forty-five (45) days after the closing date of any contract term
- Mitigation of complaints when grant-supported projects fail to serve the City or the general public as outlined in the contract or original proposal

Attachments

Arleta - Pacoima Program Concepts

Environment & Climate:

Propose a program that addresses the need for more beautiful, clean, and well maintained public spaces in the community. The program should involve community volunteers, especially youth, in the creation and maintenance of the beautification efforts. These efforts should be mindful of long-term maintenance needs, and if inclusive of plants, should consider native and drought-resistance varieties, especially along the highway entry and exit ways for clean ups.

Other forms of beautification, such as public art and murals that celebrate local culture and heritage, and activities that involve the broader community and businesses are encouraged. Within a year, the program should implement at least two large scale beautification projects (one each in Arleta and Pacoima) or four to six smaller events across the REPAIR Zone that include the community in the design and implementation.

Health & Wellbeing:

Propose a program that activates public spaces with recreational activities for the whole family, especially youth, and educates the community on healthy living and wellbeing. The programming should promote play and movement through activities such as sports, fun runs, and games for all ages, and access to community resources and education, such as nutrition, health care (including dental and eye exams), and workshops. Within a year, at least two large scale events should be planned (one each in Arleta and Pacoima) or four to six smaller events across the REPAIR Zone that promote a sense of community and connect people to needed resources.

Other:

Propose a program that responds to the various needs in the community to engage and empower youth and involve their families. Consider programming that takes families to local nature hikes, nature retreats, and so on for the purpose of bringing families and communities closer together. This programming should be accessible and free to families, including food, entrance fees, and other associated costs. Also, expand offerings for youth such as arts and culture programming, gang reduction activities, and activities that engage youth for extended hours for families with working or stay at home parents. Consider grants for students, families, and communities to participate in youth programs.

Harbor Gateway - Wilmington - Harbor City Program Concepts

Health & Wellbeing:

To meet the variety of health and wellbeing needs in the REPAIR Zone, consider the following concepts:

- Propose a program for youth in the community to develop or enhance their skills.
- Propose a program that will reduce the burden of untreated mental health issues and focus on making mental health services more accessible (24/7).
- Propose a program that empowers individuals to thrive. Programming should provide environmental, social, and economic healing programs free of charge to the community.

Environment & Climate:

Propose a community beautification and maintenance program that creates a vibrant, clean, and green urban environment where residents are actively involved in the transformation of their communities. The program should be a holistic approach that aims to tackle environmental and community-related issues, ultimately making the city a better place to live, work, and thrive.

Education & Access to Information:

Propose a program that provides skills education in a supportive and enriching environment for youth to thrive academically and personally. Programming could be inclusive of after-school tutoring, life and study skills workshops, literacy and math focused lessons, and/or career and trade program exploration. Consider how the community can be brought into the programming to create community connections through volunteering, resource fairs, and other services that are inclusive. Within a year, the hope is to inspire the next generation for a brighter future.

West Adams - Baldwin Village - Leimert Park Program Concepts

Environment & Climate:

Propose a program that supports, develops, and sustains a community garden and garden-based programming. Programming should prioritize youth-engagement and produce distribution (such as through farmers markets, give-aways, community-supported agriculture programs, etc.). Programming could also address the need for a more beautiful, clean, green, and well-maintained community through education on and promotion of existing City services available for greening the community, tree-planting and maintenance (including sidewalk repair and maintenance), and street clean-ups.

Education & Access to Information:

Propose a program that addresses the racial disparities in educational outcomes by providing innovative and holistic educational services for youth and/or young adults in this community.

Programs must cover services for either:

- K-12 grade aged youth that will enhance and/or supplement the standard school curriculum for reading, writing, and STEAM learning; OR
- Young adults (aged 16+) to attend trade school or apprenticeship programs such as union-based or independent film-industry, behind the scenes apprenticeship programs, green-jobs training programs, etc. to learn trade skills, access unionized jobs, and explore career opportunities.

Proposed programs should include an outline of the curriculum and learning goals, go beyond tutoring in order to effectively improve student outcomes by the end of the year, and include a certification process where applicable.

Health & Wellbeing:

Propose a program that provides mental health and wellness services to the community. Consider how to activate a physical space as well as provide mobile or street outreach services to connect folks to the available resources. The services should include mental health, substance abuse, and healthy living education and resources, such as by providing healthy food distributions and other wellness activities.

Westlake Program Concepts

Education & Access to Information:

Propose a program that addresses the issue of limited programs for youth and young adults both after-school and outside of school. The program should provide opportunities for youth and young adults to widen their interests and skill sets while also providing the resources to access them, including cost and transportation. Within one year, the hope is that this opportunity will allow them to transition into further education or the workforce.

Health & Wellbeing:

Propose a comprehensive safety program that targets the root causes of the neighborhood safety issues through classes such as CPR, crisis intervention, substance use and prevention, mutual aid or activities that promote community engagement to address the community's safety needs. This initiative should aim to enhance safety and provide an alternative to police intervention with the goal for residents to have a better sense of safety and wellbeing in their community.

Housing and Transportation:

Propose a program that addresses the urgent needs of homelessness and housing affordability. The program should be inclusive and provide programming, services and/or stipends that assist with addressing the housing needs of the community. Programming should include, but not be limited to, legal assistance, eviction prevention, and affordable housing navigation. Within one year, a considerable amount of residents within the REPAIR Zone should receive assistance or service in regards to their housing needs.

Skid Row Program Concepts

Health & Wellbeing:

Propose a program that will address the unique needs of women's wellbeing and mental health in the Skid Row community, while offering additional health-related services to all in the Skid Row community. Consider services that provide healthy and hot meals, access to clean water, free wifi, referrals to health and human services, and narcan access to prevent overdoses. This program should be collaborative with grassroots organizations inside and outside the community, be offered outside traditional hours, and hire local community members to staff.

Housing & Transportation:

Propose a program that addresses the urgent need for increased access to affordable housing and support services. The program should be inclusive of vulnerable populations, and provide a comprehensive range of services, including funding for rental stipends, job training, and social support, including pro-bono legal services. This can be a program that hosts partnerships with institutions or organizations that are training legal providers. Within one year, the goal is to significantly reduce homelessness and improve housing stability in the community, ensuring that a substantial number of individuals and families have safe and stable housing.

Employment & Financial Security:

Propose a program that addresses the pressing need for increased employment opportunities and job-related resources in the REPAIR Zone. The program should be inclusive of all community members, with a particular focus on the homeless population. It will provide a range of services, including job placement, job training, and trade programs. Within one year, the goal is to significantly increase employment rates and financial stability in the community.

South Los Angeles Program Concepts

Education & Access to Information:

Propose a program that provides job skills training and development for youth. The goal is to empower youth by expanding their horizons, providing them with valuable skills, and enabling them to secure meaningful employment. Consider focusing on vocational training and creating job pathways, such as in cybersecurity, AI, coding, culinary arts, and tech support to help bridge the digital divide. The program should set a precedent that underscores the importance of offering youth multiple educational and career pathways, thereby transforming their lives and building stronger, more resilient communities.

Environment & Climate:

Propose a community street cleaning and beautification program that will not only beautify the neighborhood but also empower community members to take an active role in shaping their surroundings, fostering a strong sense of pride, cooperation, and belonging. Consider programming that focuses on actively maintaining clean streets and alleyways, as well as provides community education about how to report illegal dumping and properly dispose of trash, bulky items, etc. By providing a clean, beautiful environment and recreational spaces for residents and their pets, the program aims to inspire a greater sense of community engagement, artistic expression, and neighborly cooperation.

Health & Wellbeing:

Propose a comprehensive health care program that creates a safe space for youth, adults and seniors. The program will include access to mental health and wellness services, services for folks at risk for substance abuse, physical exercise, and trauma informed care. There will be a fixed location for the program, as well as mobile/traveling elements to reach areas of South LA that haven't previously had access to this type of outreach. Local organizations will also have the opportunity to partner and provide targeted care to their direct community.