

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 31, 2018

CAO File No. 0150-10532-0001
Council File No. 15-1092
Council District: --

To: The Mayor
The Council

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

Reference: Emergency Management Department report dated November 30, 2017

Subject: **FIRST AMENDMENT TO CONTRACT C-126913 TO CONTINUE A PUBLIC HEALTH COORDINATOR FOR THE EMERGENCY MANAGEMENT DEPARTMENT**

RECOMMENDATIONS

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

1. Authorize the General Manager of the Emergency Management Department (EMD) to:
 - a. Execute the First Amendment to Contract No. C-126913 between the City of Los Angeles and the Los Angeles County Department of Public Health (LACDPH) for a term of one year beginning July 1, 2017 through June 30, 2018 and for a maximum amount of \$137,828, subject to the review and approval of the City Attorney as to form;
2. Authorize the Emergency Management Department to:
 - a. Deposit monthly reimbursement payments received to the City's General Fund, Fund 100, Dept. 35, Revenue Source Code 3513, "County Grants-Others;" and,
 - b. Prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The Emergency Management Department (EMD) requests authority to execute the First Amendment to Contract No. C-126913 between the City of Los Angeles and the Los Angeles County Department of Public Health (LACDPH) for a Public Health Emergency Preparedness and Response Services Coordinator. Under the terms of the contract, the maximum obligation by LACDPH is \$137,282 for the period of July 1, 2017 through July 30, 2018.

BACKGROUND

The original contract, Contract No. C-126913, was approved by City Council on December 15, 2015 to provide the Emergency Management Department (EMD) with a staff position dedicated to public health emergency planning. The Los Angeles County Department of Public Health (LACDPH) provided the City with this position since 2007, but discontinued this service during Fiscal Year 2014-15 due to program changes within LACDPH. However, LACDPH indicated that funding would remain available for EMD to provide its own Public Health Coordinator, which constituted the original contract. Under the terms of the contract, the City would serve as a contractor to LACDPH and deliver services that LACDPH would otherwise have the authority to provide under the California Health and Safety Code.

The First Amendment of this contract continues the work for public health emergency preparedness and response planning under the Catalog of Federal Domestic Assistance (CFDA) No. 93.074 Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements through the United States Department of Health and Human Services-Centers for Disease Control and Prevention (CDC). The Senior Project Coordinator (Class Code 1538) assigned to this position will continue to be exclusively dedicated to support the City's emergency preparedness and response planning related to public health emergencies and threats, including bioterrorism.

The Senior Project Coordinator will act as the liaison between the LACDPH Emergency Preparedness and Response Division and the City of Los Angeles Emergency Management Department. Duties for the position include implementing, executing, and coordinating key public health emergency preparedness domains for the City of Los Angeles including community resilience, incident management, information management, countermeasures and mitigation, surge management, and bio-surveillance.

The requested contract amendment covers the direct salary, fringe benefit, and indirect costs for a Senior Project Coordinator position. The position will be front-funded within EMD's existing budgeted salary funds and then reimbursed by the LACDPH and recorded as revenue to the General Fund. Based on an estimated employment date beginning in April 2018, the FY 2017-18 direct salary cost for this position is \$22,984. The Cost Allocation Plan (CAP) 39 was used to calculate the fringe and indirect costs for this position, which is \$8,525 and \$12,021, respectively.

The Senior Project Coordinator position will be funded by the CDC Cities Readiness Initiative Grant and is therefore eligible for exemption under Charter Section 1001(d)(4), which states that civil service exemption is provided for grant funded positions. Since the original 2016 exemption for this position has expired, EMD will be required to obtain a new exemption and allocation by the Board of Civil Service Commissioners and subsequent approval by the Council in order to continue this position.

In contrast to the Emergency Management Department's report, Recommendation Three, the Controller will not be required to transfer \$137,828 from the City's Reserve Fund to EMD's Salary Account (Dept. 35, Fund 100, Acct. No. 001010), since funding was already included as a part of EMD's FY 2017-18 Adopted Budget. Similarly, Recommendation Two of the Emergency

Management Department's report requesting new resolution position authority for the Senior Project Coordinator is not necessary, as the resolution authority for this position was already continued in EMD's 2017-18 budget.

FISCAL IMPACT STATEMENT

There is no additional General Fund impact associated with approval of this contract amendment. Funding for the direct salary and related costs for the Senior Project Coordinator position are already included in the Department's operating budget and will be fully reimbursed by the County of Los Angeles.

RHL:BYO:04180063

Attachment

ARAM SAHAKIAN
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

Attachment

EMERGENCY MANAGEMENT
DEPARTMENT
200 N. SPRING STREET, ROOM 1633
LOS ANGELES, CA 90012
TEL (213) 978-2222
FAX (213) 978-0517
www.emergency.lacity.org

Date: November 30, 2017

To: Honorable Members of the City Council

From: Aram Sahakian, General Manager
Emergency Management Department

RE: **CONTRACTING AUTHORITY REQUEST FOR PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE SERVICES
COORDINATOR**

Dear Honorable Members,

Transmitted herewith for City Council consideration is a request to accept the first amendment to contract C-126913 between the City of Los Angeles and the Los Angeles County Department of Public Health (LACDPH) for a Public Health Emergency Preparedness and Response Services Coordinator to extend the term of the contract for 12 months for an amount not to exceed \$137,828.00 with necessary modifications to the scope due to changes in LACDPH's funding source.

Background

On December 15, 2015, the City Council approved reports relative to a contract with LACDPH (Council File 15-1092) to provide the City of Los Angeles' Emergency Management Department with a staff position dedicated to public health emergency planning with a contract term of January 1, 2016 - June 30, 2017. LACDPH has been providing the City with this position since 2007 and the changes in 2015 marked the initial contract for the City to assume responsibility for the position's employment related to personnel and payroll responsibilities, reimbursed by LACDPH with grant funding.

The first amendment of this contract continues the work of public health emergency preparedness and response planning under the Catalog of Federal Domestic Assistance (CFDA) Number 93.074 Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements through the United States Department of Health and Human Services Centers for Disease Control and Prevention (CDC). The position continues to be exclusively dedicated to supporting the City's emergency preparedness and response planning related to public health emergencies and threats, including bioterrorism.

The Senior Project Coordinator (Class Code 1538) acts as the liaison between the LACDPH Emergency Preparedness and Response Division and the City of Los Angeles'

Emergency Management Department in implementing, executing, and coordinating key public health emergency preparedness domains for the City of Los Angeles including community resilience, incident management, information management, countermeasures and mitigation, surge management, and bio surveillance. Duties include, but are not limited to, developing comprehensive response plans for the City of Los Angeles incorporating County of Los Angeles Health Agency policies and procedures related to medical countermeasures planning and dispensing; developing training and exercises; and health-related hazard specific planning for chemical and biological incidents.

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

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

Recommendations

It is therefore requested that the City Council, subject to the approval of the Mayor:

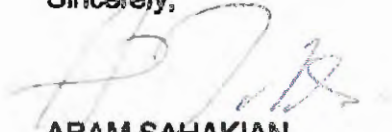
1. **AUTHORIZE** the General Manager of EMD to negotiate and execute the attached contract amendment with the County of Los Angeles in an amount not to exceed \$137,828.00 and extend the term of the contract to June 30, 2018 subject to approval of the City Attorney as to form.
2. **AUTHORIZE** a new resolution position authority for the Senior Project Coordinator (Class code 1538) for Fiscal Year 2017-18 to perform the attached scope of work.
3. **AUTHORIZE** the Controller to transfer appropriations from the City's Reserve Fund to EMD's FY 17-18 Salary Account (Dept. 35, Fund 100, Acct. No. 001010) in the amount of \$137,828.00.
4. **AUTHORIZE** EMD to deposit monthly reimbursement payments received to the City's General Fund, Fund 100, Dept. 35, Revenue Source Code 3513, "County Grants-Others" in order to provide repayment of the appropriation received from the City's Reserve Fund.
5. **Authorize** EMD to prepare Controller instructions and/or make technical adjustments that may be required and are consistent with this action, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

Honorable Members of the City Council
Page 3 of 3

With the approval of the City Council, EMD will coordinate final review of the proposed subrecipient contract with the Office of the City Attorney and the Office of the Mayor. Per the performance period of the grant, EMD will process the necessary reimbursement request(s) to the County of Los Angeles.

If there are any questions, please contact me at 213-484-4800.

Sincerely,



ARAM SAHAKIAN
General Manager

Attachment:

- **Proposed First Amendment to C-126913 Contract by and between the City of Los Angeles and the County of Los Angeles Department of Public Health for Public Health Emergency Preparedness and Response Services**

cc: **Jeffrey F. Gorell**

Contract No. PH-003073

PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES AGREEMENT

Amendment Number 1

THIS AMENDMENT is made and entered into this _____ day
of _____, 2017,

by and between COUNTY OF LOS ANGELES (hereafter
"County"),
and CITY OF LOS ANGELES (hereafter
"Contractor").

WHEREAS, reference is made to that certain document entitled "PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES AGREEMENT", dated January 1, 2016, and further identified as Agreement No. PH-003073, and any Amendments thereto (all hereafter referred to as "Agreement") between County and Contractor; and

WHEREAS, County has been allocated funds from the federal Centers for Disease Control and Prevention ("CDC"), Catalog of Federal Domestic Assistance Number 93.074 for Public Health Emergency Preparedness, of which a portion of these funds has been designated to upgrade local public health jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies; and

WHEREAS, it is the intent of the parties hereto to amend the Agreement to extend the term and provide for other changes set forth herein; and

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

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall be effective July 1, 2017.
2. On effective date of this Amendment, Exhibit B-2 (Scope of Work) and Exhibit C-2 (Budget), attached hereto and incorporated herein by reference, shall be added to the Agreement.
3. Paragraph 1, APPLICABLE DOCUMENTS, shall be replaced in its entirety to read as follows.

"1. APPLICABLE DOCUMENTS

"Exhibits B, B-1, B-2, C, C-1, C-2, D, E, F, and G are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, budget, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits as listed below:

Standard Exhibits

Exhibit A – Statement of Work – (Intentionally Omitted)
Exhibit B, B-1, and B-2 - Scopes of Work
Exhibit C, C-1, and C-2 Budgets
Exhibit D – Contractor's EEO Certification
Exhibit E - Contractor Acknowledgement and Confidentiality Agreement
Exhibit F - Health Insurance Portability and Accountability Act (HIPAA)

Unique Exhibits

Exhibit G – Charitable Contributions Certification”

3. Paragraph 3, DESCRIPTION OF SERVICES, Subparagraph A, shall be revised to read as follows:

“A. Contractor shall provide services in the manner described in Exhibits B, B-1, and B-2 (Scopes of Work) attached hereto and incorporated herein by reference.”

4. Paragraph 4, TERM OF CONTRACT, first paragraph shall be revised to read as follows:

“4. TERM OF CONTRACT:

The term of this Contract shall be effective upon date of execution and shall continue in full force and effect through June 30, 2018, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

5. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be replaced in its entirety to read as follows:

“5. MAXIMUM OBLIGATION OF COUNTY:

A. Effective January 1, 2016 through June 30, 2016, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Fifty-Two Thousand, Two Hundred Sixty-Five Dollars (\$152,265), as set forth in Exhibit C, attached hereto and incorporated herein by reference.

B. Effective July 1, 2016 through June 30, 2017, the maximum obligation of County for all services provided hereunder shall not exceed

One Hundred Fifty-Six Thousand, Four Hundred Sixty-Five Dollars (\$156,465), as set forth in Exhibit C-1, attached hereto and incorporated herein by reference.

C. Effective July 1, 2017 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thirty-Seven Thousand, Eight Hundred Twenty-Eight Dollars (\$137,828), as forth in Exhibit C-2, attached hereto and incorporated herein by reference.

D. The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall not occur except with the County's express prior written approval.

E. The Contractor shall maintain a system of record keeping that will allow the contractor to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the Department at the address herein provided under Paragraph 20, NOTICES."

F. No Payment for Services Provided Following Expiration/

Termination of Contract: The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for Services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.”

6. Paragraph 33, CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW, shall be replaced in its entirety to read as follows:

“33. CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW: The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information and posters for printing are at www.babysafela.org”

7. Paragraph 35, COUNTY'S QUALITY ASSURANCE PLAN, shall be replaced in its entirety to read as follows:

"35. COUNTY'S QUALITY ASSURANCE PLAN:

The County or its agent(s) will monitor the contractor's performance under this Contract on not less than an annual basis. Such Monitoring will include assessing the Contractor's compliance with all contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract."

8. Paragraph 77, COMPLIANCE WITH COUNTY'S ZERO TOLERANCE HUMAN TRAFFICKING, shall be added to read as follows:

"77. COMPLIANCE WITH COUNTY'S ZERO TOLERANCE HUMAN TRAFFICKING:

A. Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

B. If a contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

C. Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract."

9. Paragraph 78, ENCRYPTION STANDARDS, shall be added to read as follows:

"78. ENCRYPTION STANDARDS

A. Stored Data: Contractors' and subcontractors' workstations and portable devices that are used to access, store, receive, and/or transmit County PI, PHI or MI (e.g., mobile, wearables, tablets, thumb drives, external hard drives) require encryption (i.e. software and/or hardware) in accordance with: (1) Federal Information Processing Standard Publication (FIPS) 140-2; (2) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management- Part 1: General (Revision 3); (3) NIST Special Publication 800-57. Recommendation for Key Management -- Part 2: Best Practices for Key Management Organization; and (4) NIST

Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices.

Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

Contractors' and subcontractors' use of remote servers (e.g. cloud storage, Software-as-a-Service or SaaS) for storage of County PI, PHI and/or MI shall be subject to written pre-approval by the County's Chief Executive Office.

B. Transmitted Data: All transmitted (e.g. network) County PI, PHI and/or MI require encryption in accordance with: (1) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and (2) NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application- Specific Key Management Guidance.

Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

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

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

CITY OF LOS ANGELES

COUNTY OF LOS ANGELES

By _____
Aran Shakian
General Manager

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

APPROVED AS TO FORM AND LEGALITY:

APPROVED AS TO FORM BY THE OFFICE OF THE COUNTY COUNSEL

MIKE FEUER, City Attorney

MARY C. WICKHAM
County Counsel

By _____
Deputy City Attorney

APPROVED AS TO CONTRACT ADMINISTRATION:

ATTEST:
HOLLY L. WOLCOTT, City Clerk

Department of Public Health

By _____
City Clerk

By _____
Patricia Gibson, Chief
Contracts and Grants Division

(AFFIX CORPORATE SEAL HERE)

03976

EPRP/EMD Scope of Work (PH-003073/C-126913)

Exhibit B-2

CONTRACT REFERENCE	LACDPH: PH-003073 City of Los Angeles: C-126913	TERM(S)	July 1, 2017 – June 30, 2018
CONTRACT	Los Angeles County Department of Public Health (LACDPH) Emergency Preparedness and Response Division (EPRD)		
CONTRACTOR	City of Los Angeles Emergency Management Department (EMD)		
EMPLOYEE SUPERVISION	The EMD Public Health Liaison (PHL) is assigned to the EMD Planning Division and reports to the Planning Division Chief as their immediate supervisor. EMD supervision includes assignment of projects to the PHP and approving work assignments proposed for the PHL. EMD Planning Division Chief will perform all required administrative and personnel duties including, but not limited to, approval of calendar appointments, vacation requests, timesheet processing, and related responsibilities in accordance with the City Personnel Department's Supervisory Rules and Regulations.		

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/EVALUATION
1.0 Emergency Operations Planning			
Assist the EMD Planning Division by participating in the review and revision of City Emergency Operations Plans (EOPs), Annexes, Department emergency plans, Department Continuity of Operations Plans (COOPs), Department Disability, Access and Functional Needs (DAFN) standard operating procedures (SOPs), and any other emergency plans as assigned to ensure public health issues are addressed.			
1.1 Review and update the City's Emergency Operations Plan (EOP) and all related annexes.	1.1 a Review, revise and update the City's EOP and all related annexes (including but not limited to the chemical, biological, radiological and nuclear (CBRN) Annex) to ensure that public health issues are addressed. This revision should integrate at-risk population data and include specific operational guidance/attachments documents related to LACDPH plans (e.g., Zika, Aerosolized Anthrax, Emerging Infectious Diseases, etc.)	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.

Attachment

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
<p>1.2 Review and update City Department Emergency Plans (DEPs).</p>	<p>1.2a Review, revise and update DEPs to ensure that public health issues are addressed.</p>	<p>Ongoing activities through June 30, 2018</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>
<p>1.3 Review and update City Department Continuity of Operations Plans (COOPs) and related Standard Operating Procedures (SOPs) as appropriate.</p>	<p>1.3a Review and update DEPs to ensure public health issues are addressed.</p>	<p>Ongoing activities through June 30, 2018</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>
<p>1.4 Review and update plans and procedures related to persons with disabilities or others with access and functional needs.</p>	<p>1.4a Assist with the review and revision of City Disability Access and Functional Needs (DAFN) Plans and SOP to ensure public health issues are addressed.</p>	<p>Ongoing activities through June 30, 2018</p>	<p>Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including updated plans.</p>
<p>1.5 As needed, review and update any other emergency.</p>	<p>1.5a Assist with the development, review, and/or revision of any new emergency plans or projects to ensure public health issues are addressed.</p>	<p>Ongoing activities</p>	<p>Submit monthly statement of activities performed and include</p>

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
plans assigned to the EMD Planning Division.		through June 30, 2018	meeting agendas, meeting minutes, or other related documentation including updated plans.
2.0 Community Preparedness (PHEP Capability 1)			
Build community resilience in City of Los Angeles planning activities to ensure that public health emergency preparedness, response, and recovery plans are coordinated. <i>(HPP-PHEP Domain 1: Community Resilience)</i> .			
2.1 Integrate populations characterized as "at-risk" into City of Los Angeles emergency operations planning.	2.1a Using existing analysis and mapping methods, identify access and functional needs of at-risk populations for the City of Los Angeles and integrate data into City of Los Angeles planning.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
2.2 Engage with community organizations and other partners to foster public health emergency preparedness and community engagement in the City of Los Angeles.	2.2a Coordinate with LACDPH to plan public health participation in City of Los Angeles community meetings, workshops, and health fairs related to emergency and disaster public health preparedness. 2.2b Coordinate participation in core planning meetings with LACDPH, either by the [PHL] or by other City of LA representatives as appropriate. Example core planning meetings include Whole Community Planning Team, emerging infectious disease workgroups, steering committees, etc.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.

Attachment

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
3.0 Emergency Operations Coordination (PHEP Capability 3) Improve emergency operations planning, processes, and training efforts to build capacity in the health discipline at the City of Los Angeles Emergency Operations Center before, during, and after an emergency. <i>(HPP-PHEP Domain 2: Incident Management).</i>			
3.1 Improve emergency operations coordination and LACDPH participation in City of Los Angeles incidents.	3.1 Facilitate communication and planning for the appropriate level of public health participation and response. Coordinate participation by a subject matter expert from LACDPH when City of Los Angeles engages in public health planning activities.	Ongoing through June 30, 2018	Submit monthly statement of activities performed including meeting agendas, meeting minutes, or other related planning documentation.
3.2 Build City of Los Angeles Emergency Operations Center (EOC) incident command system functions to support public health responses.	3.2a By participating in the EOC Task Force, continue to refine and develop clear LACDPH position roles and responsibilities within the City of Los Angeles emergency management structure and develop supporting documentation and guidance for positions. 3.2b Identify EOC positions for LACDPH staff and provide opportunities for planning, participating, observing, and evaluating City of Los Angeles exercises.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation (e.g. position checklist for public health roles, contacts, and procedures for activation).
3.3 Improve EOC coordination in regional public health exercises and training.	3.3a Participate in jurisdictional, Operational Area, regional and statewide drills and exercises as related to public health and medical emergencies. 3.3b Work with EPRP and EMD to include the roles and responsibilities of public health in City emergency management related training programs as appropriate.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed including meeting minutes, summary notes, multi-year training plans, agendas, exercise materials, etc.

Attachment

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
4.0 Information Sharing (PHEP Capability 6) Strengthen information sharing among public health and medical preparedness and response partners and enhance emergency public information and warning. <i>(HPP-PHEP Domain 3: Information Management)</i> .			
4.1 Share situational awareness to enable effective response during emergencies, field level incidents, and planned events.	4.1 Identify and establish information flow protocols and data elements for sharing in coordination with LACDPH for effective response. Provide liaison services between public health agencies and the EMD Duty Officer as needed during actual incidents and events.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
4.2 Share emergency information and warnings across disciplines, jurisdictions.	4.2 Participate in regional public health meetings including but not limited to the Medical and Health Operational Area Coordination (MHOAC), Southern Regional Public Health Exercise and Emergency Response (SRPHEER) committee, MSA collaboration, and other Operational Area meetings.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
4.3 Utilize existing communication systems to strengthen community preparedness.	4.3a Broaden LACDPH's public messaging reach by utilizing and leveraging existing media systems at the City of Los Angeles to reach the City of Los Angeles population. 4.3b Utilizing LACDPH subject matter expertise—and in coordination with LACDPH as appropriate—develop City of Los Angeles protocols for public health risk communication. 4.3c Participate in and/or coordinate relevant subject matter experts in any public information planning meetings.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including any communications protocol and any copies of health messages, websites, etc.

Attachment

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
5.0 Countermeasures and Mitigation (HPP-PHEP Domain 4: Countermeasures and Mitigation) Identify and initiate medical countermeasure (MCM) distribution and dispensing strategies to strengthen access to and administration of medical and other countermeasures for pharmaceutical and non-pharmaceutical interventions.			
5.1 Execute a Memoranda of Understanding (MOU) with LACDPH and City of Los Angeles for MCM response.	5.1 Develop and implement an agreement between City of Los Angeles and LACDPH on the defined role and responsibilities in CM response.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed including copy of signed agreement.
Medical Countermeasures Dispensing (PHEP Capability 8) Identify and initiate medical countermeasure (MCM) dispensing strategies to strengthen access to and administration of medical and other countermeasures for pharmaceutical interventions.			
5.2 Coordinate planning for dispensing of MCM to the City of Los Angeles' in a public health emergency using LACDPH dispensing strategies.	5.2a Identify medical point of dispensing (MPOD) sites and develop site-specific incident action plan (IAP) templates to support oral and vaccine MCM dispensing. 5.2b In coordination with LACDPH, develop procedures for receiving, storing, handling, and dispensing MCM at MPOD sites. 5.2c Develop procedures for activating City of Los Angeles personnel needed to respond to MCM response dispensing strategies and provide adequate training for identified MCM dispensing strategy.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including MPOD site plans and IAP templates.
5.3 Coordinate with LACDPH to identify additional MCM dispensing strategies.	5.3 Identify and engage partner agencies for additional MPOD site support and resources such as Closed PODs, drive-through PODs, Mega PODs, etc. If memoranda of understanding (MOUs) are required, assist in coordinating development of MOUs.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed including copy of written activation dispensing procedures.

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
5.4 Coordinate a Public Information Strategy with LACDPH.	5.4 Develop a public information strategy to inform the affected population of dispensing operations prior to during MCM response.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
5.5 Participate CDC MCM operational readiness review (ORR).	5.5 Assist LACDPH EPRP in preparing reports on the City of Los Angeles MCM capabilities, and will participate in the annual CDC Site Visit/Review of MCM capability.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.
5.6 Exercise MCM dispensing strategies for the City of Los Angeles.	5.6 Assist LACDPH in planning and implementation of tabletop, functional or full scale MPOD exercises to test the Los Angeles County and City of Los Angeles' MCM capabilities.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed including copy of exercise plan and after action reports.
Medical Materiel Management and Distribution (PHEP Capability 9) Public health departments coordinate medical materiel management and distribution when a public health emergency overwhelms the routine community supply chain.			
5.7 Coordinate with LACDPH to support medical materiel management and distribution.	5.7a In coordination with LACDPH EPRP, develop a MCM Distribution Concept of Operations for the City of Los Angeles including distribution site security and transportation security processes for the activation of the MCM materiel receiving sites. 5.7b Identify a process for receiving site staffing and training City of Los Angeles.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation (e.g. MCM Distribution

Attachment

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
			Concept of Operations draft).
Responder Safety and Health (PHEP Capability 14) Ensuring the safety and health of staff who respond to an incident, including a large-scale incident that may require significant personnel from outside the health department.			
5.8 Ensure protocols and processes to provide MCM to first responders during an incident requiring MCM response are current and reflect best practices.	5.8a Review and refine plans and procedures to ensure that City first responders receive MCM needed to respond to a public health emergency. 5.8b Maintain available pre-positioned MCM caches held within the City of Los Angeles with quarterly antibiotics monitoring.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including pre-positioned MCM plan and signed pre-positioned MCM quarterly monitoring forms.
6.0 Strengthen Surge Management (HPP-PHEP Domain 5: Surge Management) Support LACDPH to manage public health shelter and surge needs.			
6.1 Mass Care (PHEP Capability 7) Coordinate with partner agencies to address the public health, medical, and mental/behavioral health needs of those impacted by an incident at a congregate location.			
6.1 Address the health needs of those impacted by an incident at congregate locations.	6.1a Review and update the City of Los Angeles Mass Care and Shelter Annex Health and Safety Appendix with public health response information.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation including a copy of the plan.

OBJECTIVES	ACTIVITIES	TIMELINE (COMPLETION DATE)	DOCUMENTATION/ EVALUATION
6.2 Volunteer Management (PHEP Capability 15) Support LACDPH coordination of volunteers to support response to incidents.			
6.2 Connect medical, health, mental health and other licensed professionals to the Medical Reserve Corps (MRC) Los Angeles.	6.2 Assist the LACDPH MRC coordinator in promoting registration of individuals to join MRC Los Angeles within the City of Los Angeles.	Ongoing activities through June 30, 2018	Submit monthly statement of activities performed and include meeting agendas, meeting minutes, or other related documentation.

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE DIVISION
CONTRACT BUDGET SUMMARY

CONTRACTOR/VENDOR NAME: City of Los Angeles

CONTRACT NUMBER: PH-003073

BUDGET PERIOD: July 1, 2017 - June 30, 2018

FUNDING SOURCE: CDC 17-18 Public Health Emergency Preparedness Cooperative Agreement

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 87,425
Employee Benefits	\$ 32,425
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
Consultant/Contractual	\$ -
Other	\$ -
Indirect Costs*	\$ 17,978
TOTAL COST	\$ 137,828

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

Indirect Cost is limited to 15% of total Salaries and Employee Benefits.