

# **CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda**

**Tuesday, January 13, 2026**

6:00 p.m.

City Hall Council Chambers  
6550 Miles Avenue, Huntington Park, CA 90255

**Arturo Flores**  
Mayor

**Eduardo “Eddie” Martinez**  
Vice Mayor

**Jonathan A. Sanabria**  
Council Member



**Karina Macias**  
Council Member

**Nancy Martiz**  
Council Member

All agenda items and reports are available for review in the City Clerk's Office and [www.hpca.gov](http://www.hpca.gov). Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION. Thank you.**

**PLEASE NOTE**--The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and

CITY COUNCIL MEETING AGENDA

decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

- The conduct of City Council meetings is governed by the portion of the California Government Code commonly known as the "Brown Act" and by the Huntington Park City Council Meeting Rules of Procedure.
- The City Council meeting is for conducting the City's business, and members of the audience must obey the rules of decorum set forth by law. This means that each speaker will be permitted to speak for three minutes to address items that are listed on the City Council agenda or topics which are within the jurisdictional authority of the City.
- No profanity, personal attacks, booing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.
- All comments directed to the City Council or to any member of the City Council must be directed to the Mayor (or Chairperson if Mayor is absent).

We ask that you please respect the business nature of this meeting and the order required for the proceedings conducted in the Council Chambers.

### **PUBLIC COMMENT**

For both open and closed session, each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. **This is the only opportunity for public input except for scheduled public hearing items.**

All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

### **ONLINE PARTICIPATION VIA ZOOM**

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/82698583352?pwd=mXYyES2qSb0FEPH5uTWBOrjnIZDdlE.1>

Passcode:374717

Phone one-tap:

+16694449171,,82698583352#,,, \*374717# US

+17193594580,,82698583352#,,, \*374717# US

Join via audio:

+1 669 444 9171 US

+1 719 359 4580 US

Webinar ID: 826 9858 3352

Passcode: 374717

## **ADDITIONS/DELETIONS TO AGENDA**

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of the City or Agency subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or Council.

## **IMPORTANT NOTICE**

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at [www.hpca.gov](http://www.hpca.gov). NOTE: Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

## **CALL TO ORDER**

## **INVOCATION**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

Mayor Arturo Flores  
Vice Mayor Eduardo "Eddie" Martinez  
Council Member Jonathan A. Sanabria  
Council Member Karina Macias  
Council Member Nancy Martiz

## **COMMUNITY PRESENTATION(S) AND ANNOUNCEMENTS**

1. ANNUAL HOLIDAY DECORATION AWARD WINNERS RECOGNITION
2. ANNUAL HOLIDAY PARADE SPONSOR RECOGNITIONS

## **PUBLIC COMMENT**

*Pursuant to Government Code Section 54954.3(a) Members of the public will have an opportunity to address the City Council on items listed on this agenda. For items on this agenda each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.*

## **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

## **CITY CLERK**

### **1. CITY COUNCIL MEETING MINUTES**

IT IS RECOMMENDED THAT CITY COUNCIL:

Approve Minute(s) of the following City Council Meeting(s):

1. Special City Council Meeting held December 23, 2025

## **FINANCE**

### **2. WARRANT REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated January 7, 2026

## **END OF CONSENT CALENDAR**

## **PUBLIC HEARING(S)**

## **CITY MANAGER**

### **1. PUBLIC HEARING – PRESENTATION OF THE SECOND SET OF DRAFT MAPS FOR THE TRANSITION TO A BY-DISTRICT ELECTION SYSTEM AND CONSIDERATION OF A RESOLUTION TRANSITIONING FROM AN AT-LARGE ELECTION SYSTEM TO A BY-DISTRICT ELECTION SYSTEM**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing regarding the second round of draft maps that have been submitted for consideration; and
2. Solicit input from the community regarding the draft maps that have been submitted; and
3. Select a map from the submitted entries; and
4. Approve Resolution 2026-01 adopting by-district elections.

## **COMMUNITY DEVELOPMENT**

### **2. CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ESTABLISHING NEW REGISTRATION FEES FOR RENTAL UNITS PURSUANT TO THE CITY'S RENT STABILIZATION AND TENANT EVICTION PROTECTIONS ORDINANCE**

IT IS RECOMMENDED THAT CITY COUNCIL:



1. Conduct a public hearing and take public testimony regarding a Resolution establishing new registration fees for rental units pursuant to the City's Rent Stabilization and Tenant Eviction Protections Ordinance and take public testimony; and
2. Adopt a Resolution establishing new registration fees for rental units pursuant to the City's Rent Stabilization and Tenant Eviction Protections Ordinance.

## **ORDINANCES AND RESOLUTIONS**

### **CITY MANAGER**

1. **CONSIDERATION OF ORDINANCE 2026-01 AMENDING TITLE 2, CHAPTER 9, TITLED MUNICIPAL ELECTIONS, OF THE HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Ordinance 2026-01 amending Title 2, Chapter 9 of the Huntington Park Municipal Code.

2. **CONSIDERATION OF ORDINANCE 2026-02 AMENDING TITLE 6, CHAPTER 1, TITLED ANIMALS, INSECTS, AND FOWL, OF THE HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Ordinance 2026-02 amending Title 6, Chapter 1 of the Huntington Park Municipal Code.

3. **CONSIDERATION OF ORDINANCE 2026-03 AMENDING TITLE 3, CHAPTER 1, ARTICLE 18 TITLED PEDDLERS AND SIDEWALK VENDORS, OF THE HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Ordinance 2026-03 amending Title 3, Chapter 1, Article 18 of the Huntington Park Municipal Code.

## **STUDY SESSION**

None

## **REPORTS AND INFORMATIONAL ITEMS**

### **POLICE DEPARTMENT**

1. **TRANSPARENT REVIEW OF UNJUST TRANSFERS AND HOLDS (TRUTH) ACT COMMUNITY FORUM**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Pursuant to Government Code section 7283.1, present this item as a Community Form to inform members of the public of access to individuals granted to Immigration and Customs Enforcement agency by the Huntington Park Police Department during calendar year 2024; and
2. Receive and file this report.
2. **CONSIDERATION AND APPROVAL TO REJECT THE SOLE PROPOSAL FOR POLICE TOWING SERVICES AND AUTHORIZE THE READVERTISEMENT OF THE REQUEST FOR PROPOSAL (RFP)**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Reject the sole proposal received in response to the RFP for Police Towing Services; and
2. Authorize staff to readvertise the RFP through the PlanetBids platform to attract additional qualified vendors and promote competitive bidding.
3. **CONSIDERATION AND APPROVAL TO ACCEPT REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$140,000 FROM THE STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT YEAR 2023, AND TO APPROVE THE SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK, INCLUDING AUTHORIZATION TO UTILIZE THESE FUNDS FOR THE PURCHASE OF A SPECIALIZED EMERGENCY MANAGEMENT VEHICLE AND PORTABLE ANTI-VEHICLE BARRIERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Accept the reimbursable grant funding in the amount of \$140,000.00; and
2. Approve a budget appropriation in the amount of \$140,000.00 for the purchase of a specialized emergency management vehicle and portable anti-vehicle barriers for the police department; and
3. Authorize the City Manager to be designated as the Grantee Official for the purpose of executing grant objectives, grant agreement, and documentation; and
4. Authorize the Chief of Police to purchase the equipment.

## **COMMUNICATIONS AND COMMUNITY RELATIONS**

4. **CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH THE MERINO GROUP TO PROVIDE CRISIS COMMUNICATION, AND EMERGENCY RESPONSE SERVICES**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the award of a Professional Services Agreement to the Merino Group to provide crisis communication, and emergency response services; and
2. Authorize the City Manager to negotiate final terms and execute Professional Services Agreement.

**5. CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO BLUE ICON COMMUNICATIONS TO PROVIDE PUBLIC INFORMATION OFFICER, PUBLIC AFFAIRS SUPPORT, AND OUTREACH STRATEGIC PLANNING SERVICES**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve award of a Professional Services Agreement to Blue Icon Communications to provide public information officer, public affairs support, and outreach strategic planning services; and
2. Authorize the City Manager to negotiate final terms and execute professional services agreement.

**COMMUNITY DEVELOPMENT**

**6. CONSIDERATION AND DIRECTION TO REPROGRAM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE (CDBG-CV) FUNDS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Provide direction on desired uses for unallocated CDBG and CDBG-CV funds; and
2. Authorize staff to begin Substantial Amendment process.

**7. CONSIDERATION AND AUTHORIZATION TO RELEASE THE FISCAL YEAR (FY) 2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) NOTICE OF FUNDING AVAILABILITY (NOFA)**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize City Manager to execute all documents for transmittal of the FY 2026-2027 NOFA.

**END OF REPORTS AND INFORMATIONAL ITEMS**

## **DEPARTMENTAL REPORTS**

### **COUNCIL COMMUNICATIONS**

**Council Member Nancy Martiz**

**Council Member Karina Macias**

**Council Member Jonathan A. Sanabria**

**Vice Mayor Eduardo “Eddie” Martinez**

**Mayor Arturo Flores**

### **CLOSED SESSION**

#### CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Case Name: Esmerelda Castillo v. City of Huntington Park, et al.

Case No.: 25STCV05179 (Los Angeles County Superior Court – Stanley Mosk Courthouse, Dept. 12)

#### CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION


Government Code § 54956.9(d)(2) and (e)(1)

Four (4) potential matters

### **ADJOURNMENT**

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Tuesday, January 27, 2026 at 6:00 P.M.

I, Eduardo Sarmiento, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park City Hall and made available at [www.hpca.gov](http://www.hpca.gov) not less than 72 hours prior to the meeting. Dated this 9<sup>th</sup> day of January 2026.



Eduardo Sarmiento, City Clerk

# CONSENT CALENDAR

## ITEM 1

## **CITY COUNCIL MEETING MINUTES**

Tuesday Meeting of the  
City of Huntington Park City  
Council Tuesday, December 23,2025

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:02 p.m. on Tuesday, December 23, 2025, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Arturo Flores presiding.

**PRESENT:** Council Member(s): Macias, Martiz, Sanabria, Vice Mayor Martinez, and Mayor Flores

**ABSENT:** None

**CITY OFFICIALS/STAFF:** City Manager Ricardo Reyes; Eduardo Sarmiento City Clerk; Louis Morales Interim Community Development Director; Cosme Lozano Chief of Police; Jeff Jones Finance Director, Gerardo "Gerry" Lopez Public Works Director, Cynthia Norzagaray Parks and Recreation Director; Andrew Sarega City Attorney.

### **INVOCATION**

Invocation led by Vice Mayor Martinez.

### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Mayor Flores .

### **PRESENTATION(S)**

1. NONE

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. Mayra Majano- Not in favor of districting without Public Input.
2. Rodolfo Cruz
3. Mary Najar
4. Jane Doe
5. John Doe
6. Esperanza

### **PUBLIC COMMENTS (END)**

### **STAFF RESPONSE**

## **CONSENT CALENDAR**

### **CITY CLERK**

#### **1. CITY COUNCIL MEETING MINUTES**

IT IS RECOMMENDED THAT CITY COUNCIL:

Approve Minute(s) of the following City Council Meeting(s):

1. Special City Council Meeting held December 9, 2025

### **FINANCE**

#### **2. WARRANT REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated December 17, 2025

### **COMMUNITY DEVELOPMENT [ITEM PULLED AND MOVED TO ORDINANCES AND RESOLUTIONS ITEM #1]**

#### **3. CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING TITLE 9 (ZONING) OF THE HUNTINGTON PARK MUNICIPAL CODE TO IMPLEMENT HOUSING ELEMENT PROGRAM 2, TO UPDATE ACCESSORY DWELLING UNIT ORDINANCE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive the full reading and adopted Ordinance 2025-18 amending the Huntington Park Municipal Code by adding a new chapter relating to the regulation of Accessory Dwelling Units.

### **CITY MANAGER**

#### **4. SECOND READING OF ORDINANCE NO. 2025-15 AMENDING ARTICLE 1 OF CHAPTER 1 OF TITLE 2 OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive full reading and adopt the Ordinance 2025-15 amendment to the Huntington Park Municipal Code addressing City Council Compensation.

### **HUMAN RESOURCES**

#### **5. CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING UNIT MODIFICATIONS FOR THE POSITIONS OF RECREATION COORDINATOR, COMMUNITY SERVICES SUPERVISOR, RECREATION SUPERVISOR, SENIOR RECREATION SUPERVISOR, AND RECREATION MANAGER**

IT IS RECOMMENDED THAT CITY COUNCIL:



1. Adopt a Resolution of the City Council of the City of Huntington Park Approving Unit Modifications for the positions of Recreation Coordinator, Community Services Supervisor, Recreation Supervisor, Senior Recreation Supervisor, and Recreation Manager.

**MOTION:** Mayor Flores motioned to pull consent calendar Item #3 and add it to Ordinances and Resolution Item #1. Councilmember Sanabria motioned to approve the motion with the modifications from the Mayor. Councilmember Martiz seconded the motion. Councilmember Macias abstained. The motion was carried by majority vote.

**AYES:** Council Member(s): Martiz, Sanabria, Vice Mayor Martinez, and Mayor Flores.

**NOES:** Council Member(s): None

**ABSTAIN:** Council Member(s): Macias

### **END OF CONSENT CALENDAR**

### **PUBLIC HEARING(S)**

#### **COMMUNITY DEVELOPMENT**

1. **CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP- A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE. *(Continued from December 9, 2025 City Council Meeting)***

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing;
2. Take public testimony;
3. Receive additional and final comments for or against the decision; and
4. Review the Planning Commission's determination approving Planning Commission Case No. 2025-08 CUP, a request for a Conditional Use Permit for a parking facility located at 2700 Slauson Avenue located within the Commercial General (C-G) zone.

**Public Hearing Opened:** 6:36pm

1. Maria Chavez- VP for Alta Med Health Services.
2. Alfred Frayo

Via written communications

1. Eduardo Tapia
2. Johnny Estrada

**Public Hearing Closed:** 6:49pm

**MOTION:** Councilmember Sanabria made a point of order asking If you may ask applicant for questions but not regarding new information, but rather they may only ask questions about the information that is on file. Councilmember Sanabria moved to make the matter an appellate hearing and not a De Novo hearing. Mayor Flores motioned to waive a second reading and adopt via vote. Vice Mayor Martinez seconded the motion. The motion was carried by unanimous consent.

**AYES:** Council Member(s): Macias, Martiz, Sanabria, Vice Mayor Martinez, and Mayor Flores

**NOES:** Council Member(s):

**ABSTAIN:** Council Member(s):

### **END OF PUBLIC HEARING(S)**

### **REPORTS AND INFORMATIONAL ITEMS**

#### **PUBLIC WORKS**

#### **1. CONSIDERATION OF AUTHORIZATION TO INITIATE A COMPETITIVE SOLICITATION PROCESS FOR A CITYWIDE ENERGY EFFICIENCY AND INFRASTRUCTURE IMPROVEMENT PROJECT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize the City Manager to develop and release a competitive solicitation process, such as a Request for Qualifications (RFQ), to evaluate and identify qualified providers for a potential citywide energy efficiency and infrastructure improvement project; and
2. Direct staff to evaluate submitted proposals in coordination with the City's contracted engineering firm to ensure alignment with the City's long-term capital improvement strategy and infrastructure priorities.

**MOTION:** Councilmember Sanabria motioned to 1. Authorize the City Manager to develop and release a competitive solicitation process, such as a Request for Qualifications (RFQ), to evaluate and identify qualified providers for a potential citywide energy efficiency and infrastructure improvement project; and Direct staff to evaluate submitted proposals in coordination with the City's contracted engineering firm to ensure alignment with the City's long-term capital improvement strategy and infrastructure priorities. Councilmember Macias seconded the motion. Vice Mayor Martinez abstained. The motion was carried by majority vote.

**AYES:** Council Member(s): Macias, Martiz, Sanabria, and Mayor Flores

**NOES:** Council Member(s):

**ABSTAIN:** Council Member(s): Vice Mayor Martinez

## **FINANCE**

### **2. CONSIDERATION AND APPROVAL TO REJECT ALL PROPOSALS FOR THE DATA MIGRATION RFP**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Reject all proposals for the Data Migration RFP

**MOTION:** Councilmember Sanabria motioned to reject all proposals for the Data Migration RFP. The motion was seconded by Councilmember Martiz. The motion was carried by majority vote.

**AYES:** Council Member(s): Martiz, Sanabria, and Vice Mayor Martinez.

**NOES:** Council Member(s):

**ABSTAIN:** Council Member(s): Macias, and Mayor Flores

### **3. AWARD A SOLE SOURCE CONTRACT TO KOA HILLS FOR DATA MIGRATION SERVICES, AND APPROVE A BUDGET APPROPRIATION OF \$162,988.00**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize staff to award a Sole Source Contract to KOA Hills to conduct the data migration; and
2. Approve Resolution 2025-XX; and
3. Authorize the City Manager to finalize terms and execute the professional services agreement; and
4. Approve a budget appropriation of \$162,988.00 to account 787-8951-419.43-15.

**MOTION:** Vice Mayor Martinez motioned to approve Resolution 2025-XX, and Authorize the City Manager to finalize terms and execute the professional services agreement; and Approve a budget appropriation of \$162,988.00 to account 787-8951-419.43-15. The motion was seconded by Councilmember Martiz. The motion was carried by majority vote.

**AYES:** Council Member(s): Martiz, Sanabria, Vice Mayor Martinez, and Mayor Flores

**NOES:** Council Member(s):

**ABSTAIN:** Council Member(s): Macias

## **END OF REPORTS AND INFORMATIONAL ITEMS**

### **CLOSED SESSION**

1. None

### **CLOSED SESSION REPORT**

None.

### **DEPARTMENTAL REPORTS**

**Parks and Recreation:** Merry Christmas and Happy New Years!

**Community Development:** Merry Christmas!

**Public Works:** Merry Christmas!

**Finance:** Merry Christmas and Happy New Years!

**City Manager:** Merry Christmas and Happy New Years!

**Communication:** Thanks to everyone for the year.

### **WRITTEN COMMUNICATIONS**

None

### **COUNCIL COMMUNICATIONS**

**Councilmember Macias:** Wishing everyone Happy Holidays and thank you to the public who came out and stayed for the whole meeting.

**Councilmember Martiz:** Last Council meeting of 2025. Joined earlier this year and her life has been flipped upside down. Out of PTO and Sick Days but it has all been worth it. Thank you to staff who had worked hard all year. Look forward to working with council and residents in 2026.

**Councilmember Sanabria:** Thank you so much for being here! One last chance to say Happy Holidays, Merry Christmas and Happy New Years. One takeaway to City Manager, he would like to know how COP are evaluated for alignment for our long term land use and development goals. Wants to investigate if our current process currently addresses that and see about avoiding gaps in the future. It does put planning and council in precarious situations that he would like to avoid.

**Vice Mayor Martinez:** We need to have more information and policy in place. Thank you to staff for the year. Thank you to community members for always coming out. We know this year has been a rollercoaster, a lot of challenges we have faced and there were times we thought we weren't going to be coming out of it. We have challenges in 2026 but this city will continue to grow. Happy Holidays!

**Mayor Flores:** The last three meetings we have had, some members of the public say that they were divided up there. He disagrees. We categorically disagree with them and we have debates, but that is the way it is supposed to be. We are not supposed to agree on everything. It's supposed to be a group vs group. By arguing it is democratic. We are supposed to vote as we see best. Does give him hope for the future of the City. Upmost respect for the councilmembers who continue to do good work. Whether we agree or disagree we are united regarding vision to move the city in better direction for the future. Thank you to colleagues for doing your research. We need to update our codes little by little. Wanted to leave in spirit that they were united. Merry Christmas and Happy New Years!

### **ADJOURNMENT**

**MOTION:** Mayor Flores adjourned 8:25pm. The next special city council meeting is set to be held on Tuesday, January 13<sup>th</sup>, 2026 @6pm.

Respectfully submitted,



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Eduardo Sarmiento, City Clerk

## ITEM 2

**City of Huntington Park**  
**Warrant Register**  
**January 07, 2026**

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1001616	1/7/2026	AIRESPRING INC.	204102536	CLOUD INTERNET JAN 2026	1,186.17
W2607	12/23/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	109775	CHAIN SAW SUPPLIES	12.71
W2607	12/23/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	99212	PW UNIT 184 PARTS	75.77
W2608	12/23/2025	ALL CITY MANAGEMENT SERVICES, INC	105162	SCHOOL CROSSING GUARD	13,186.58
W2628	12/24/2025	ALL TRAFFIC SOLUTIONS	SIN046856	PD SUPPLIES	19,734.41
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	1R4D-7JFP-63DT	COUNCIL SUPPLIES	55.26
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	17N4-9KK6-7QTQ	EMPLOYEE LUNCHEON SUPPLIES	162.30
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	1NCC-MHHN-7FV7	PATROL SUPPLIES	182.16
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	1NCC-MHHN-7FV7	ADMINISTRATION SUPPLIES	19.87
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	1NCC-MHHN-7FV7	JAIL SUPPLIES	77.89
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	1FRQ-D3J6-314K	PW SUPPLIES	849.79
1001617	1/7/2026	AMAZON.COM SERVICES, INC.	1NDR-NHHW-44TR	IT SUPPLIES	43.98
W9383	1/7/2026	AT&T	254715586JAN	INTERNET SERVICES	128.40
W9383	1/7/2026	AT&T	317316997JAN	INTERNET SERVICES	101.65
W9383	1/7/2026	AT&T	254852700JAN	INTERNET SERVICES	128.40
1001618	1/7/2026	AUTO ZONE	4075660345	UNIT 006 PARTS	69.66
1001618	1/7/2026	AUTO ZONE	4075658091	TRAFFIC SIGNAL SUPPLIES	824.61
1001618	1/7/2026	AUTO ZONE	4075655811	PD UNIT 955 PARTS	68.59
1001618	1/7/2026	AUTO ZONE	4075640719	PD UNIT 275 PARTS	52.48
1001618	1/7/2026	AUTO ZONE	4075658579	PW UNIT 208 PARTS	12.30
1001618	1/7/2026	AUTO ZONE	4075657108	PW UNIT 973 PARTS	61.96
1001618	1/7/2026	AUTO ZONE	4075657184	PW UNIT 976 PARTS	184.51
1001619	1/7/2026	AVANT GARDE INC	12508	NOVEMBER 2025 SERVICES	11,750.00
1001620	1/7/2026	B.L. WALLACE DISTRIBUTOR INC.	20255162	PW SUPPLIES	4,183.99
1001621	1/7/2026	BDG LAW GROUP	37472	LEGAL SERVICES	350.00
W2609	12/23/2025	BRINK'S INCORPORATED	8164421	NOVEMBER 2025 SERVICES	358.05
1001622	1/7/2026	BURHENN & GEST LLP	4292	LEGAL SERVICES	2,112.00
1001623	1/7/2026	CANNON CORPORATION	94518	OCTOBER 2025 SERVICES	9,004.00
1001624	1/7/2026	CARL WARREN & CO.	CWC-2057898	LEGAL SERVICES	738.87
1001624	1/7/2026	CARL WARREN & CO.	CWC-2053623	LEGAL SERVICES	288.51
1001624	1/7/2026	CARL WARREN & CO.	CWC-2056044	LEGAL SERVICES	54.56
1001624	1/7/2026	CARL WARREN & CO.	CWC-2056045	LEGAL SERVICES	149.68
W9383	1/7/2026	CENTRAL SQUARE TECHNOLOGIES LLC	1336144SEPT	BANK FEES	81.50
W9383	1/7/2026	CENTRAL SQUARE TECHNOLOGIES LLC	1336396SEPT	BANK FEES	56.00
W2629	1/7/2026	CENTRAL SQUARE TECHNOLOGIES LLC	450398	MAINTENANCE 10/01/2025-09/30/2026	16,411.68
W2629	1/7/2026	CENTRAL SQUARE TECHNOLOGIES LLC	449975	WEB ENABLEMENT 12/30/2025 - 12/29/2026	1,635.03
1001625	1/7/2026	CHAMPION CJD	7342697	PW UNIT 955 PARTS	152.93
W9383	1/7/2026	CHARTER COMMUNICATIONS	170094701120125	INTERNET SERVICES	1,650.00
1001626	1/7/2026	CLINICAL LAB OF SAN BERNARDINO, INC	2502023	WATER QUALITY TESTING 11/5/25-11/26/25	892.50
1001627	1/7/2026	COHNREZNICK	90063324	FEBRUARY 2025 SERVICES	158,332.50
1001628	1/7/2026	COMMLINE INC	0518615-IN	PD UNIT 1007 EQUIPMENT	13,063.49
1001629	1/7/2026	CONCENTRA HEALTH SERVICES, INC.	17704698	DRUG TEST BUNDLE FEE	64.00
W9383	1/7/2026	CORE BUSINESS TECHNOLOGIES	317730290782NOV	BANK FEES	684.66
W9383	1/7/2026	CORE BUSINESS TECHNOLOGIES	317730304873NOV	BANK FEES	397.45
1001630	1/7/2026	COUNTY OF L.A. DEPT OF PUBLIC WORKS	25120803254	NOVEMBER 2025 SERVICES	1,578.27

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1001630	1/7/2026	COUNTY OF L.A. DEPT OF PUBLIC WORKS	25120803500	NOVEMBER 2025 SERVICES	953.37
1001631	1/7/2026	DAILY JOURNAL CORPORATION	B3993785	PUBLIC HEARING	150.00
1001631	1/7/2026	DAILY JOURNAL CORPORATION	B3990815	PUBLIC HEARING	255.00
1001631	1/7/2026	DAILY JOURNAL CORPORATION	B3990779	PUBLIC HEARING	255.00
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25214	LEGAL SERVICES	882.00
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25213	LEGAL SERVICES	1,377.40
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25212	LEGAL SERVICES	878.28
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25218	LEGAL SERVICES	531.00
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25219	LEGAL SERVICES	768.90
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25220	LEGAL SERVICES	3,160.00
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25221	LEGAL SERVICES	5,416.90
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25215	LEGAL SERVICES	5,130.93
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25216	LEGAL SERVICES	29.50
1001632	1/7/2026	DAPEER, ROSENBLIT & LITVAK	25217	LEGAL SERVICES	8,881.62
1001633	1/7/2026	DATA TICKET INC.	187141	CITATION PROCESSING NOVEMBER 2025	186.35
1001633	1/7/2026	DATA TICKET INC.	187285	WEBSITE ACCESS OCTOBER 2025	12.50
1001633	1/7/2026	DATA TICKET INC.	187187	CITATION PROCESSING NOVEMBER 2025	224.50
1001633	1/7/2026	DATA TICKET INC.	187250	WEBSITE ACCESS NOVEMBER 2025	17.50
1001633	1/7/2026	DATA TICKET INC.	187962	DAILY CITATION PROCESSING	11,561.25
W2610	12/23/2025	DATAPROSE, INC.	DP2506129	WATER BILLS & POSTAGE	2,129.81
W2610	12/23/2025	DATAPROSE, INC.	DP2506129	WATER BILLS & POSTAGE	1,046.08
W2611	12/23/2025	DELTA DENTAL	BE006865135	JANUARY 2026 PREMIUM	7,336.60
1001634	1/7/2026	DEPARTMENT OF JUSTICE	8663	NOVEMBER 2025 SERVICES	618.00
W2612	12/23/2025	DOOLEY ENTERPRISES, INC.	70805	PD TRAINING	14,811.32
1001635	1/7/2026	DUNN EDWARDS CORPORATION	2009A59968	PAINT FOR GRAFFITI REMOVAL	947.76
1001636	1/7/2026	EMMANUEL SOBERANIS	12082025	EMPLOYEE REIMBURSEMENT	195.50
1001637	1/7/2026	EN ENGINEERING, LLC	508692	10/19/25-11/15/25 SERVICE	78,147.61
W2613	12/23/2025	EXPRESS TRANSPORTATION SERVICES LLC	DAR11302025	DIAL A RIDE DECEMBER 2025	74,443.41
1001638	1/7/2026	FAIR HOUSING FOUNDATION	12082025	NOVEMBER 2025 SERVICES	2,946.36
1001639	1/7/2026	FERGUSON ENTERPRISES INC	5964218	PARKS REPAIR MATERIALS	217.34
1001639	1/7/2026	FERGUSON ENTERPRISES INC	5954342	PARKS REPAIR MATERIALS	62.57
1001639	1/7/2026	FERGUSON ENTERPRISES INC	5958293-1	PARKS REPAIR MATERIALS	238.89
1001639	1/7/2026	FERGUSON ENTERPRISES INC	5965201	PARKS REPAIR MATERIALS	48.23
1001640	1/7/2026	FIFTH ASSET DBA DEBTBOOK	DB2003664	DEBT MANAGEMENT TIER 1	6,063.75
1001640	1/7/2026	FIFTH ASSET DBA DEBTBOOK	DB2003664	LEASE -SBITA MGMT TIER 2	8,268.75
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48659	PREVENTATIVE MAINTENANCE	158.70
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48810	CITY HALL SERVICE	465.00
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48811	FINANCE SERVICE	741.91
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48828	PW SERVICE	6,297.22
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48659	PREVENTATIVE MAINTENANCE	2,697.90
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48659	PREVENTATIVE MAINTENANCE	1,851.50
W2614	12/23/2025	FM THOMAS AIR CONDITIONING INC	48659	PREVENTATIVE MAINTENANCE	581.90
1001612	12/31/2025	FUERZA FOUNDATION	1003	HOLIDAY PARADE 2025	35,000.00
1001641	1/7/2026	GEORGE CHEVROLET	205351CWW	PW UNIT 185 PARTS	337.36
W2615	12/23/2025	GLOBAL URBAN STRATEGIES, INC.	1062	NOVEMBER 2025 SERVICES	1,400.00



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W2615	12/23/2025	GLOBAL URBAN STRATEGIES, INC.	1063	NOVEMBER 2025 SERVICES	1,700.00
1001642	1/7/2026	H.P. TEST ONLY	26648	PD UNIT 952 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26652	PD UNIT 967 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26660	PD UNIT 900 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26676	PD UNIT 963 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26679	PD UNIT 957 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26683	PD UNIT 977 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26647	PD UNIT 958 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26687	PD UNIT 006 SMOG	45.00
1001642	1/7/2026	H.P. TEST ONLY	26649	PD UNIT 975 SMOG	45.00
W2616	12/23/2025	HASA, INC.	1086911	SUPPLIES FOR WELL 12	601.49
W2616	12/23/2025	HASA, INC.	1086908	SUPPLIES FOR WELL 15	300.74
W2616	12/23/2025	HASA, INC.	1088026	SUPPLIES FOR WELL 12	222.55
W2616	12/23/2025	HASA, INC.	1088025	SUPPLIES FOR WELL 18	245.20
W2616	12/23/2025	HASA, INC.	1089124	SUPPLIES FOR WELL 15	556.38
W2616	12/23/2025	HASA, INC.	1089123	SUPPLIES FOR WELL 18	396.56
W2616	12/23/2025	HASA, INC.	1086906	SUPPLIES FOR WELL 18	348.13
W2617	12/23/2025	HEALTH AND HUMAN RESOURCE CENTER	E0359097	JANUARY 2026 SERVICES	267.30
1001643	1/7/2026	HENRY ANDRADE	12082025	EMPLOYEE REIMBURSEMENT	95.69
1001644	1/7/2026	HERNANDEZ SIGNS, INC.	6495	COUNCIL SUPPLIES	1,445.20
1001645	1/7/2026	HINDERLITER DE LLAMAS & ASSOCIATES	SIN057045	CONTRACT-AUDIT OCT-DEC 25	1,319.51
1001645	1/7/2026	HINDERLITER DE LLAMAS & ASSOCIATES	SIN057353	CONTRACT-TRANS OCT-DEC 25	300.00
1001646	1/7/2026	INNER CITY VISIONS	HP1025PHLA	OCTOBER 2025 SERVICES	11,614.40
1001647	1/7/2026	INSIGHT PUBLIC SECTOR, INC.	1101342474	LICENSE & SUPPORT 1 YEAR	246.75
1001648	1/7/2026	JEFFREY CERVANTES	10162025	EMPLOYEE REIMBURSEMENT	11.02
W2618	12/23/2025	JOEL GORDILLO	JG202511	MEDIA TECHNICIAN SERVICES	1,650.00
1001649	1/7/2026	JOSE YAMASAKI	12082025	EMPLOYEE REIMBURSEMENT	362.03
1001650	1/7/2026	JOSUE HERNANDEZ	12349	PERMIT REFUND	470.40
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140567	CONCRETE REPAIR MATERIALS	55.95
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140595	CONCRETE REPAIR MATERIALS	78.02
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140376	PW YARD REPAIR MATERIALS	59.21
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140373	PW YARD REPAIR MATERIALS	134.94
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140518	BUILDING REPAIR MATERIAL	186.55
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140443	BUILDING REPAIR MATERIAL	86.66
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140378	BUILDING REPAIR MATERIAL	79.76
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140414	BUILDING REPAIR MATERIAL	26.33
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140481	PD MATERIALS FOR REPAIRS	326.34
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140459	TRAFFIC SIGNAL SUPPLIES	115.20
W2619	12/23/2025	LB JOHNSON HARDWARE CO.	140382	SPLASH PAD SUPPLIES	16.45
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	310196	LEGAL SERVICES	467.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311597	LEGAL SERVICES	11,707.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311598	LEGAL SERVICES	103.50
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311599	LEGAL SERVICES	2,412.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311600	LEGAL SERVICES	2,256.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311601	LEGAL SERVICES	716.00

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1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311602	LEGAL SERVICES	66.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311603	LEGAL SERVICES	237.50
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311604	LEGAL SERVICES	1,039.50
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	311605	LEGAL SERVICES	2,516.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	312024	LEGAL SERVICES	11,707.00
1001651	1/7/2026	LIEBERT CASSIDY WHITMORE	309628	LEGAL SERVICES	2,000.00
1001652	1/7/2026	LYNBERG & WATKINS APC	77735	LEGAL SERVICES	137.50
1001652	1/7/2026	LYNBERG & WATKINS APC	77800	LEGAL SERVICES	8,332.49
1001609	12/23/2025	MARIA ISABEL NEGRETE CARDENAS	1	HOLIDAY PARADE RENTALS	7,544.50
1001610	12/23/2025	MARIACHI Y MAS LLC	1011	HOLIDAY PARADE MARIACHI	1,200.00
1001653	1/7/2026	MARX BROS FIRE EXTINGUISHER CO INC.	P23428	ANNUAL MAINTENANCE	100.00
1001654	1/7/2026	MATTHEW RINCON	12082025	EMPLOYEE REIMBURSEMENT	362.03
1001655	1/7/2026	MAYWOOD MUTUAL WATER COMPANY, NO. 2	312600351	FREEDOM PARK 8/21-10/23/2	1,292.35
1001611	12/23/2025	MEDII MEDITERRANEAN KITCHEN	1104	HOLIDAY PARADE BITES	4,500.00
1001656	1/7/2026	MIKE PARSA	12082025	EMPLOYEE REIMBURSEMENT	195.50
1001657	1/7/2026	MNS ENGINEERS, INC.	92208	PLHA GRANT ADMINISTRATION	157.50
1001658	1/7/2026	NEW CHEF FASHION INC.	1110535	UNIFORM EMBROIDERY	88.36
1001659	1/7/2026	NICK NICHOLS	12082025	EMPLOYEE REIMBURSEMENT	362.03
1001660	1/7/2026	OLIVAREZ MADRUGA, LLP	29459	LEGAL SERVICES	4,137.65
1001661	1/7/2026	PACIFIC PRODUCTS & SERVICES LLC	37262	PW SUPPLIES	1,240.11
1001662	1/7/2026	PITNEY BOWES GLOBAL FINANCIAL	1028645073	PD SUPPLIES	445.70
1001663	1/7/2026	PURCHASE POWER	121125	POSTAGE FEES	625.36
1001664	1/7/2026	REGIONAL TRAINING CENTER	12/15/2025	PD TRAINING	2,598.00
W2620	12/23/2025	RINCON CONSULTANTS, INC.	70432	NOVEMBER 2025 SERVICES	37,543.33
W2621	12/23/2025	ROBERT HALF INC	65700833	LABOR INVOICE	4,180.00
W2621	12/23/2025	ROBERT HALF INC	65700853	LABOR INVOICE	2,699.40
1001665	1/7/2026	SANGOMA US INC	C192226	CITY WIDE PHONE SUPPORT	11,074.26
1001666	1/7/2026	SO. CAL TIRE RECYCLE INC	7079	TIRES PICKED UP/RECYCLED	993.00
1001667	1/7/2026	SOUTHSTAR ENGINEERING & CONSULTING	701	NOVEMBER 2025 SERVICES	7,854.25
1001668	1/7/2026	SOUTHWEST PATROL INC	81606	NOVEMBER 2025 SERVICES	4,520.00
W2622	12/23/2025	STANDARD INSURANCE COMPANY	378917 0001	JANUARY 2026 PREMIUM	8,104.03
1001669	1/7/2026	STATE WATER RESOURCES CONTROL	SW-0322693	STORM WATER PERMIT FEE	27,293.00
1001670	1/7/2026	STERICYCLE INC	8012909287	WASTE DISPOSAL	53.01
1001671	1/7/2026	SUPERCO SPECIALTY PRODUCTS	PSI649677	GRIP DRILL	45.01
1001672	1/7/2026	TERRENCE WILLIE	12082025	EMPLOYEE REIMBURSEMENT	362.03
W2623	12/23/2025	TK BURGERS CATERING INC	251030	EMPLOYEE LUNCHEON	113.88
W2624	12/23/2025	TYLER TECHNOLOGIES, INC.	045-545345	ORIGINAL CONTRACT 178753	1,480.00
1001673	1/7/2026	U.S. ARMOR CORPORATION	51426	PD SUPPLIES	477.90
1001673	1/7/2026	U.S. ARMOR CORPORATION	51426	PD SUPPLIES	477.90
1001674	1/7/2026	UNIVERSAL TRAILERS, INC.	120225LBR	PD UNIT 231 PARTS	425.00
1001674	1/7/2026	UNIVERSAL TRAILERS, INC.	120225RP	PD UNIT 231 REPAIRS	1,000.50
1001675	1/7/2026	VULCAN MATERIALS COMPANY	5250021	HOT ASPHALT	129.08
1001676	1/7/2026	WATER REPLENISHMENT DISTRICT OF	10312025	GROUNDWATER ASSESSMENT	100,955.98
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	633153C	PEST CONTROL MAINTENANCE	115.05
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	558874C	PEST CONTROL MAINTENANCE	102.48

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W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	633153C	PEST CONTROL MAINTENANCE	85.18
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	558874C	PEST CONTROL MAINTENANCE	75.15
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	633153C	PEST CONTROL MAINTENANCE	161.15
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	558874C	PEST CONTROL MAINTENANCE	341.95
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	633153C	PEST CONTROL MAINTENANCE	83.66
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	558874C	PEST CONTROL MAINTENANCE	80.66
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	633153C	PEST CONTROL MAINTENANCE	218.09
W2625	12/23/2025	WESTERN EXTERMINATOR COMPANY	558874C	PEST CONTROL MAINTENANCE	194.26
W2626	12/23/2025	WEX BANK	109235310	FUEL PURCHASE	1,327.75
1001677	1/7/2026	WINZER FRANCHISE COMPANY, INC	3641094	FLEET SUPPLIES	576.15
<b>Grand Total</b>					<b>854,348.02</b>

## **PUBLIC HEARING(S)**

## ITEM 1



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

**PUBLIC HEARING – PRESENTATION OF THE SECOND SET OF DRAFT MAPS FOR THE TRANSITION TO A BY-DISTRICT ELECTION SYSTEM AND CONSIDERATION OF A RESOLUTION TRANSITIONING FROM AN AT-LARGE ELECTION SYSTEM TO A BY-DISTRICT ELECTION SYSTEM**

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Conduct a public hearing regarding the second round of draft maps that have been submitted for consideration; and
2. Solicit input from the community regarding the draft maps that have been submitted; and
3. Select a map from the submitted entries; and
4. Approve Resolution 2026-01 adopting by-district elections.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Federal Voting Rights Act of 1965 (“FVRA”) and the California Voting Rights Act (“CVRA”) set forth specific criteria for how elections are to be held when a potential for voter disenfranchisement exists. The FVRA and CVRA differ in that the CVRA is much more plaintiff friendly and has allowed numerous legal challenges to the at-large election system that had been employed by most public agencies and special districts. To date, no public agency has overcome a legal challenge brought under the CVRA and many millions of dollars have been paid out in judgments and settlements when these lawsuits are brought.

The process of transitioning from an at-large election system to a by-district election system is covered in Elections Code 10010. In essence, the City will be required to hold

# **PUBLIC HEARING – PRESENTATION OF FIRST SET OF DRAFT MAPS FOR THE TRANSITION TO A BY-DISTRICT ELECTION SYSTEM**

January 13, 2026

Page 2 of 2

two (2) public hearings prior to the release of draft maps of the Council districts. Those first two public hearings must occur within 30 days of each other.

After the initial two public hearings, draft maps of the Council districts will be published, and the Council will be required to hold an additional two (2) public hearings where it will solicit further input from the community. These additional two public hearings must occur with 45 days of each other.

Once the four (4) public hearings have been held, the City Council will be able to vote on a district map which will be used in the 2026 election of City Council members. The final map will also have a proposed election sequence whereby specific districts will be assigned to either the 2026 election or the 2028 election.

## **CONCLUSION**

Tonight, the City Council will be holding the 4th public hearing in the series required under Elections Code 10010. No additional maps have been submitted by the public since the close of the first submission period. A total of 4 maps have been submitted. Throughout this process, the City has also engaged in numerous outreach efforts to the public including multiple emails, public notices, and social media outreach efforts. The City has also held 2 community meetings to solicit additional input from the community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized flourish at the end.

**RICARDO REYES**  
City Manager

## **ATTACHMENTS**

1. Resolution No. 2026-01
2. Proposed Election Sequence

## RESOLUTION NO. 2026-01

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ADOPTING BY-DISTRICT ELECTIONS, SELECTING A MAP, AND AN ELECTION SEQUENCE FOR THE SELECTED MAP

**WHEREAS**, the City Council (“Council”) of the City of Huntington Park (“City”) is elected “at-large,” meaning that each Council member is elected by voters of the entire City; and

**WHEREAS**, Council members are elected in even-numbered years and serve staggered, four-year terms, such that the next election for two (2) Council members is scheduled for June 2026, with the remaining three (3) Council members scheduled for election in March 2028; and

**WHEREAS**, under the California Voting Rights Act (“CVRA”), at-large elections are impermissible if they result in racially polarized voting. Racially polarized voting is defined as “voting in which there is a difference...in the choice of candidates or other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate”; and

**WHEREAS**, in furtherance of the purposes of the California Voting Rights Act of 2001, on October 14, 2025, the Council adopted a Resolution signaling its intent to adopt by-district elections (Exhibit A). In a by-district election system, each Council member must reside within a designated area and is elected only by the voters in that area; and

**WHEREAS**, National Demographics Corporation (“Demographer”) was retained to prepare by-district election map options for the Council and public’s consideration; and

**WHEREAS**, on October 28, 2025 and November 12, 2025, the Council held public hearings to gather public input regarding potential district area boundaries pursuant to Elections Code section 10010, subdivision (a)(1); and

**WHEREAS**, the City has engaged in numerous community outreach efforts in order to maximize community input in the map drafting process, including: emails to community members, digital media outreach, posting of public hearings, two community forums, and information provided to various community groups; and

**WHEREAS**, pursuant to Elections Code section 10010, subdivision (a)(2), the City published four (4) draft district area maps with associated election sequencing, on December 2, 2025 (Maps Green, Maroon, Orange, and Olive), and held a public hearing on December 9, 2025, to gather public input on the published maps and related election sequencing schedules; and



**WHEREAS**, no additional draft maps were submitted prior to the public hearing on January 13, 2026; and

**WHEREAS**, Government Code § 34886 allows the legislative body of a city to adopt an ordinance requiring members of the legislative body to be elected by-district, without having to submit the ordinance to the voters, if the legislative body declares that the transition to by-district election system is done in furtherance of the California Voting Rights Act of 2001.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. The above recitals are true and correct.

Section 2. The Council approves the adoption of single member by-district area elections for the City.

Section 3. The Council approves the adoption of the district area map set forth in **Exhibit B** (designated as Map \_\_\_\_\_), and the election sequencing schedule identified therein, which provides that the elections for district areas \_\_\_\_ and \_\_\_\_\_, will be held on June 2026, and the elections for district areas \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, will be held in March 2028.

Section 4. The City Manager or designee is hereby authorized and directed to send a copy of this Resolution to the County of Los Angeles, and to work with the County, the Demographer, legal counsel, and County of Los Angeles, Elections Division to conduct any acts necessary to effectuate the purposes of this Resolution (including, but not limited to, minor adjustments to the adopted map as may be necessary for its implementation) and to ensure that by-district area elections can be implemented in the election cycles scheduled in 2026 and 2028.

Section 5. This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_ DAY OF JANUARY 2026.**

---

Arturo Flores, Mayor

**ATTEST:**

---

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

---

Andrew Sarega, Acting City Attorney

**EXHIBITS:**

- A. Resolution of Intent to Adopt By-District Election System
- B. By-District Area Map

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON  
PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2026-01 was passed and adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 13th day of January 2026 and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

---

Dated: \_\_\_\_\_

Eduardo Sarmiento, City Clerk

# EXHIBIT A

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**WHEREAS,** The City of Huntington Park ("City") currently uses an at-large system of electing its City Council ("Council") members; and

**WHEREAS**, the Council, based on this awareness, has had an ongoing interest in the issue, and has independently decided to initiate the process of establishing council district areas and changing the method of electing members of the Council, in order to ensure compliance with the CVRA or, at minimum, avoid the potential for costly litigation under the CVRA; and

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of  
Huntington Park hereby finds the foregoing recitals to be true and correct; and

**BE IT FURTHER RESOLVED** that the Council directs the City Manager or his designee to immediately initiate the legal and regulatory process, including the retention of demographic experts, to establish district areas within the City, as provided in Elections Code 10010, in sufficient time for district areas to be established for the 2026 election of members of the City Council; and

1        **BE IT FURTHER RESOLVED** that the Council directs the City Manager or his  
2        designee to immediately initiate the legal and regulatory process of changing the method  
3        of electing members of the City Council, from the current at-large system whereby each  
4        member of the Council is elected by the registered voters of the entire City, to a method  
5        which provides that Council members residing in each district area will be elected by the  
6        registered voters of that particular district area, in sufficient time for the new method of  
7        electing members of the City Council to be in place for the 2026 election; and

8  
9        **BE IT FURTHER RESOLVED** that the City Manager or his designee is authorized  
10       and directed to initiate the legal and regulatory process of changing the method of electing  
11       members of the City Council in a manner that is inclusive, thoughtful, and public, in order  
12       to encourage significant participation throughout the process from interested citizens and  
13       stakeholder groups; and

14  
15       **BE IT FURTHER AND FINALLY RESOLVED** that the City Manager is authorized  
16       to do all things necessary and proper to accomplish the purposes of this Resolution.  
17

18  
19       **APPROVED AND ADOPTED THIS 14TH DAY OF OCTOBER 2025 BY THE CITY**  
20       **COUNCIL OF THE CITY OF HUNTINGTON PARK.**

21  
22  
23         
24       ARTURO FLORES, MAYOR

25       **ATTEST:**

26         
27       EDUARDO SARMIENTO, CITY CLERK

**STATE OF CALIFORNIA        )**  
**COUNTY OF LOS ANGELES    ) SS**  
**CITY OF HUNTINGTON PARK   )**

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, California, do hereby certify that the foregoing Resolution No. 2025-32 was duly passed and adopted by the City Council of the City of Huntington Park at a Regular Meeting of the City Council held on the 14<sup>th</sup> day of October 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Huntington Park, this 14<sup>th</sup> of October 2025.

  
\_\_\_\_\_  
Eduardo Sarmiento, City Clerk

# **EXHIBIT B**



## ITEM 2



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ESTABLISHING NEW REGISTRATION FEES FOR RENTAL UNITS PURSUANT TO THE CITY'S RENT STABILIZATION AND TENANT EVICTION PROTECTIONS ORDINANCE**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Conduct a public hearing regarding a Resolution establishing new registration fees for rental units pursuant to the City's Rent Stabilization and Tenant Eviction Protections Ordinance and take public testimony; and
2. Adopt a Resolution establishing new registration fees for rental units pursuant to the City's Rent Stabilization and Tenant Eviction Protections Ordinance.

### **BACKGROUND**

Rent stabilization and tenant protection ordinances have existed at the local level in some California cities since the 1970's. Prior to existing law, local governments were able to enact such ordinances with few constraints specifically imposed by state law. In 1995, however, the Costa-Hawkins Rental Housing Act (1995) (the "Costa-Hawkins Act") introduced three significant limitations. First, it exempted certain types of rental units from local rental stabilization (most notably single-family homes and condominiums). Second, it exempted units build after the February 1, 1995, effective date of the Costa-Hawkins Act. Third, it prohibited "vacancy control"—referring to regulations aimed at curbing the amount a landlord may charge for a new lease of a vacant unit. Under the Costa-Hawkins Act, a landlord is not restricted in the amount of rent charged in a new lease.

On January 1, 2020, rent stabilization and tenant eviction protections became state law and took effect with the enactment of the Tenant Protections Act. The Tenant Protection Act includes significant provisions, including but not limited to the following:

- Application to units that are more than 15 years old;

## **RENT STABILIZATION ORDINANCE FEES**

January 13, 2026

Page 2 of 4

- Application to single-family homes and condominiums if those units are owned by a real estate trust or corporation;
- Establishes a ceiling or cap on rent increases in a 12-month period of 5% plus inflation –a local Consumer Price Index (“CPI”) not to exceed 10%;
- It codifies definitions of “at-fault” and “no-fault” evictions and establishes that when a tenant is evicted under a “no fault” cause, the tenant shall receive compensation equivalent to one (1) month’s rent;
- Establishes that the Tenant Protection Act sunsets on January 1, 2030; and
- Requires no local enforcement, and disputes are left to be resolved among the parties through the legal system.

Cities in California can no longer adopt full rent control, which would regulate the amount of initial rent, due to the Costa-Hawkins Act. Instead, cities which choose to act, must focus on rent stabilization which protects tenants during the tenancies by limiting how much the rent can be increased each year.

At the November 4, 2024, City Council meeting, a motion was made and passed to implement the City’s Rent Stabilization Ordinance (RSO) No. 2024-05, to address housing affordability and promote tenant stability while ensuring landlords receive a fair return on their investments. On November 12, 2025, the City held the first public hearing (1<sup>st</sup> Read) to adopt Ordinance No. 2025-14, which amended Ordinance No. 2024-05. The purpose of the amendment was to clarify and refine several provisions that have proven to be ambiguous or open to inconsistent interpretation since the ordinance’s adoption. Staff identified areas where the language lacked precision or left room for concrete interpretation. The 2<sup>nd</sup> reading of Ordinance No. 2025-14 was held on December 9, 2025, making the effective day of the amended ordinance January 9, 2026.

The Rent Stabilization Ordinance includes provisions for:

- Exceptions for those properties protected under state and/or federal law, including units, spaces and residents covered under mobile home state laws.
- Rent caps set at 3% per year or CPI, whichever is lower, with one increase allowed every 12 months.
- Capital improvement pass-throughs, allowing landlords to recover 50% of approved improvement costs over a minimum of five years.
- Just-cause or “at-fault” eviction protections, requiring landlords to provide a valid reason, notice, and an opportunity to tenants to cure alleged violations.
- Allows for “no-fault” evictions with buyout offers/options protecting tenants by providing them with proper notice, ability to reject offers and offers two months’ rent as relocation assistance.
- Security deposit limits in accordance with Section 1950.5 of the Civil Code.
- Mandatory annual registration of rental units to ensure compliance and accurate data collection.
- Enforcement mechanisms, including the ability of the City to issue administrative citations, civil and criminal penalties of up to \$1,000 per violation.
- Establishment of an appeal and hearing process for final decisions made by the City, including the process of designating of an impartial hearing officer.

## **RENT STABILIZATION ORDINANCE FEES**

January 13, 2026

Page 2 of 4

- Ability for Landlords and Tenants to seek administrative and judicial review for any alleged violation of the Chapter.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On October 31, 2024, the City contracted with Revenue and Cost Specialists, LLC (RCS) to conduct a cost study (see Attachment A). As part of the cost study, RCS interviewed several jurisdictions with rent stabilization programs regarding best practices covering subjects such as staffing duties, registry protocol, software solutions, and startup issues. RCS then analyzed the City's data and recommended fees, appropriate staffing, practices, and other considerations necessary to carry out the objectives of the Rent Stabilization Program. The proposed ordinance was deemed reasonable, and the target rental registration fee was estimated to be \$120-156 per dwelling units, paid by the landlord.

Staff revisited the operating costs and determined that the annual cost is projected to be approx. \$950,625 vs. \$923,500 projected in October 2024. This amount includes staffing costs, overhead, office and administrative expenses, contract and consulting services, and program startup costs (see Attachment D). Based on these operating costs and the number of units currently registered (5691 number of units currently registered), staff is recommending that the fee per rental unit is established at \$167. Non-exempt units will not be charged a registration fee. A late fee is not recommended at this time, but can be considered at the discretion of the City Council.

The proposed fee is comparable to fees charged by other cities in the region with rent stabilization and tenant protection programs, which range from \$167 per unit in Culver City to \$206 per unit in Inglewood and \$156 in Bell Gardens (Attachment C- Sample fee schedule).

The resolution sets forth the proposed fees. The fees for the current fiscal year, will be due on March 1, 2026.

Staff will send out notices to inform property owners and tenants about their rights and responsibilities under the Ordinance, including developing materials to notice property owners about the need to register units and pay registration fees.

Per the Ordinance, the following shall not apply to any residential units expressly exempt pursuant to any provision of state or federal law, and those specifically exempt as follows:

- Any rental unit that has a certificate of occupancy or equivalent permit for residential occupancy issued or issued final after February 1, 1995. For this purpose, certificate of occupancy is the certificate first issued before the property is used for any residential purpose; or
- Any rental unit that is alienable separate from the title to any other dwelling unit, including single family residences, condominiums, and townhomes.

## **RENT STABILIZATION ORDINANCE FEES**

January 13, 2026

Page 2 of 4

- Any rental unit, space, or resident covered under the provisions of the state Mobilehome Residency Law, Civil Code section 798, et seq., as applicable.
- Any rental unit that is a subdivided interest in a subdivision, as specified in California Business and Professions Code section 11004.5(b), (d), and (t).
- Any rental unit for which the Landlord receives federal, state, or local housing subsidies, including, but not limited to federal housing assistance vouchers issued under Section 8 of the United States Housing act of 1937 (42 U.S.C Sec. 1437f).
- Residential real property containing no more than two rental units in which the owner occupies one of the units as the owner's principal place of residence since the beginning of the tenancy, so long as the owner continues in occupancy.

In accordance with Section 8-21.10 Enforcement and compliance; Any person violating any of the provisions, or failing to comply with any of the requirements, of the ordinance may be liable for a civil penalty not to exceed \$1,000 for each violation.

### **LEGAL REQUIREMENT**

The proposed resolution complies with current state laws. The proposed resolution has been reviewed by the City Attorney's Office to ensure legal compliance.

### **FISCAL IMPACT/FINANCING**

The total annual cost of the City's Rent Stabilization and Tenant Protections Program is projected to be approx. \$950,625. This amount includes staff costs, overhead, office and administrative expenses, contract and consulting services. Depending on the level of compliance, the proposed fee will generate between \$950,397 (60% compliance rate in first year) up to approx.\$1,442,730 (90% compliance rate by the third year and after).

### **CONCLUSION**

It is recommended that the City Council approve the attached Resolution establishing new registration fees for rental units and pursuant to the City's Rent Stabilization and Tenant Eviction Protections Ordinance.

Respectfully submitted,

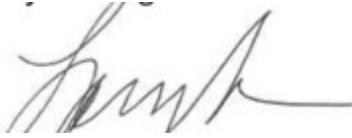


**RICARDO REYES**  
City Manager

## **RENT STABILIZATION ORDINANCE FEES**

January 13, 2026

Page 2 of 4

A handwritten signature in dark ink, appearing to read 'Louis Morales', is positioned above the printed name.

LOUIS MORALES, Director  
Community Development Department

### **ATTACHMENTS:**

- A. RCS 2024 Fee Study
- B. Resolution
- C. Sample Fee Schedule
- D. Projected Costs



## MEMORANDUM

Date: October 31, 2024  
To: Ricardo Reyes, City Manager, City of Huntington Park  
From: Chu Thai, Partner, Revenue & Cost Specialists  
Subject: Rent Stabilization Program Cost Feasibility

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### **EXECUTIVE SUMMARY**

RCS discussed with City Manager Ricardo Reyes about the City's objectives and needs for a Rent Stabilization Program (RSP) Cost Feasibility study. RCS reviewed the proposed Ordinance to determine the effectiveness and potential impact to the City. RCS conducted a thorough review of the City's property tax database to determine eligibility or exemption from the RSP.

Based on our experience and analysis of Huntington Park data, we determined that the City's proposed Rent Stabilization Ordinance is reasonable. RCS suggests a program budget target between \$740,000 to \$920,000, allowing the City to dedicate 4-6 full-time employees, or full-time equivalent using a greater combination of full-time and part-time staffing. The target rental registration fee would be \$120-156 per dwelling units, paid by the landlords.

### **BACKGROUND**

#### **Introduction and Scope of Project**

On Friday, October 4, 2024, RCS received a phone call between Huntington Park City Manager, Ricardo Reyes asking about RCS' experience with rent stabilization programs. Mr. Reyes plans to present a draft Rent Stabilization Ordinance to the City Council and wants to evaluate the cost feasibility of such program.

Within the past two years, RCS has completed rent stabilization cost studies for the cities of Santa Ana, Bell Gardens, Maywood and Cudahy, and suggested producing a cost feasibility memorandum, outlining the impact, cost and comparison of Huntington Park's program.

Mr. Reyes directed RCS to being the project immediately and emailed the draft ordinance to RCS. Shortly after a spreadsheet of Huntington Park's property tax records were also provided to RCS. The majority of RCS's work was to thoroughly review the draft ordinance and property tax data.

This project turnaround is quick, taking several weeks to complete, while a typical rent stabilization fee study would take several months. The contents of this memorandum is enough to provide direction to the City, however more work is needed to create the program and collect fees.

## **ANALYSIS**

### **Reviewed Draft Rent Stabilization Ordinance**

RCS reviewed the draft Huntington Park Rent Stabilization Ordinance to properly estimate housing unit eligibilities and exemptions, and better understand the services to be provided by the City, procedural requirements of the landlords, and due processes. Table 1 below presents tasks and services which the City staff should expect to provide.

**Table 1: Tasks and Services based on Huntington Park Rent Stabilization Ordinance**

<b>RENT STABILIZATION PROGRAM – TASKS</b>	
<b>1) Rental Registration - Section 8-21.9</b>	
Rental Registry (New/Annual) - Section 8-21.9	
Notice of New Tenancy - Section 8-21.7	
Change of Onwership/Management - Section 8-21.2	
Verification of Exemption - Section 8-21.2	
Registration Fee Collection - Section 8-21.9	
Annual Allowable Rent Calculation - Section 8-21.3	
Forms of Tenant Rights - Section 8-21.13	
General Inquiries (Phone Calls & Walk Ins)	
<b>2) Petition Process – Section 8-21</b>	
Landlord Rent Adjustment - Section 8-21.3	
Capital Improvement Pass-Through - Section 8-21.4	
Landlord Fair Return Petition - Section 8-21.5	
Tenant Petition Rent Adjustment - Section 8-21.8	
<b>3) Administration and Enforcement (Rent Stabilization) – Sections 8-21.10 - 8-21.13</b>	
Enforcement - Section 8-21.10	
Administrative Review - Section 8-21.11.A	
Administrative Appeals - Section 8-21.11.B	
Judicial Review of Hearing Officer Decision - Section 8-21.11.I	
Administrative Citations - Section 8-21.12	
Administrative Appeal - Section 8-21-11.D	
Civil Liability - Section 8-21.13.A	
Civil Penalty - Section 8-21.10.A.I	
Criminal Penalty - Section 8-21.10.A.II	
Defense to Eviction - Section 8-21.13.B	
<b>4) Tenant Protections – Section 8-21.7 &amp; Section 8-21.14</b>	
Termination of Tenancy - Section 8-21.7	
No-Fault Termination of Tenancy (demolition, withdraw from market) - Section 8-21.7.C	
Just Cause Termination of Tenancy - Section 8-21.7.A	
Cure Just Cause Evictions - Section 8-21.7.B	
Relocation Assistance - Section 8-21.7.D	
Temporary Relocation Assistance - Section 8.21.7.D.I	
Tenant Buyout Agreements - Section 8-21.7.F	
Forms of Tenant Rights - Section 8-21.14.A	
Assistance and Mediation for Tenant Eviction	
<b>5) Rent Stabilization Program Administration (TBD)</b>	
Budget, Staffing, Training, Department Coordination	
Policy/Program Development, Legal Compliance	
Education & Outreach	
Agency Liaison & Regional/State representation	



Mapping out the Rent Stabilization Program tasks helps readers visualize the amount of work that is expected of staff. It also helps to identify typical tasks that are not included within the proposed Ordinance and tasks that may lack clarity.

Huntington Park's proposed Ordinance is a good foundation for a successful rent stabilization program, however RCS can see future updates will help clarify some of the policies and processes. One part of a rent control ordinance that many cities grapple with is the decision to exempt or include two-unit properties from the program. Many cities also rely on the administrative citation process to enforce compliance to the rent stabilization programs, but these citation process tend to be time consuming and not cost effective.

### **Reviewed Eligible Units Within Parcel Tax Data**

City staff provided RCS with a complete property tax database for the City of Huntington Park, which included the situs address, mailing address, property owner name, parcel number, original year built, living area square footage, lot square footage, use code description, and a unit count, for each parcel. The database categorizes every Huntington Park parcel into the following land use categories:

- |                 |                    |               |                 |
|-----------------|--------------------|---------------|-----------------|
| • Commercial    | • Government Owned | • Industrial  | • Institutional |
| • Miscellaneous | • Recreational     | • Residential | • Vacant        |

From the complete list of parcels within the City, RCS reviewed Huntington Park's Ordinance to determine which properties are eligible under the proposed Rent Stabilization Program, as well as units exempt from the Program. While other cities have some unique program eligibility and registration exemption language, Huntington Park's program is straightforward and easy to understand and enforce:

#### Eligible and Must Register for Rent Stabilization Program:

- ✓ Properties with 3 or more dwelling units are eligible and require registration to the RSP
- ✓ Mobile home rental unit or space

#### Exempt from Rent Stabilization Program:

- × Dwelling units with a certificate of occupancy issued after February 1, 1995 are exempt
- × Accommodation in hotels, motels, inns, and other short-term housing are exempt
- × Hospitals, religious facilities, care facilities and subsidized housing are exempt
- × Single family residents, condominiums and townhomes are generally exempt

#### Uncertainty:

- ? Two-unit properties where the owner occupies one as their primary residence are exempt from the City's Rent Stabilization Program. However, the City will need to annually review these two-unit properties to ensure that the owner is still occupying the property.
- ? Some properties categorized as condominiums or townhomes may be operating as apartments, and City staff will need to make a determination of their Rent Stabilization Program eligibility.
- ? It is unclear if senior housing is eligible or exempt from the RSP
- ? It is assumed that long-term rental of a bedroom or house sharing is exempt

RCS reviewed just about every property to determine program eligibility. Properties within the Government Owned and Vacant categories were quickly counted as exempt, as well as properties newer than 1995. RCS used online map imagery and online search for questionable properties. For instance, we were able to get the correct unit count from using mapping imagery and found some motels listed themselves online as an apartment. RCS reviewed properties where the use description (e.g. 3 Units) differ from the Unit count (e.g. 5).

Based on comprehensive analysis of the data, RCS estimates that 6,499 housing units are covered under the Rent Stabilization Program Ordinance. Rental units in Huntington Park are found mostly in residential properties, with a few under the commercial category and Store and Residence Use Description. None were found in the other land use categories. A complete list of parcels by category is included as Appendix A in this report.

**Table 2: Rent Stabilization Program Eligible Units**

Category	UseDesc	Eligible Units	Sum of Units	Parcel Count
<b>Commercial</b>	Hotel, 1-49 Rooms, 1 Story	9	34	2
	Store and Residence, 1 Story	72	297	92
<b>Commercial Total</b>		<b>81</b>	<b>331</b>	<b>94</b>
Residential	2 Units, 1-4 Stories	1,890	1,914	961
	2 Units, 1-4 Stories, Pool	14	14	7
	3 Units, 1-4 Stories	1,414	1,424	484
	3 Units, 1-4 Stories, Pool	6	6	2
	4 Units, 1-4 Stories	1,239	1,247	310
	4 Units, 1-4 Stories, Pool	16	16	4
	5+ Units, 1-4 Stories	1,779	5,233	599
	5+ Units, 1-4 Stories, Pool	54	384	19
	5+ Units, 5+ Stories	6	417	2
<b>Residential Total</b>		<b>6,418</b>	<b>10,655</b>	<b>2,388</b>
Other Categories (Govt Own, Industrial, Vacant, etc)		-	4,834	6,046
<b>Other Categories Total</b>		<b>-</b>	<b>4,834</b>	<b>6,046</b>
<b>Grand Total</b>		<b>6,499</b>	<b>15,820</b>	<b>8,528</b>

A significant factor to the program eligibility are the two-unit properties where the owner resides in one and rents out the other. If the owner decides to vacate his residency and rents out both units, then both properties would be covered by the Rent Stabilization Program. RCS identified 1,429 such units, and reviewing the eligibility of these units annually would take a significant amount of staff resources. RCS included the 1,429 units identified as exempt-annual application within the 6,499 eligible units.

The City may consider a one-time review of other properties to verify exemption, based on the age, categorization or use. RCS identified 432 units. These are marked for one-time review, because their status would not change.

**Table 3: Possible Exempt Units**

Category	UseDesc	Eligible Units	Sum of Units	Parcel Count
	Exempt - Annual Application	<b>1,429</b>	1,429	715
	Exempt - One Time Application	-	<b>432</b>	18
<b>Grand Total</b>		<b>1,429</b>	<b>1,861</b>	<b>733</b>

It will be a significant task for the City to enforce rental registration and achieve a good citywide count of rental units. However, such information is necessary to the calculation of the rental registration fee, and for the equitable distribution of city costs among the renters and landlords.

## Estimated Personnel and Budget

RCS compared Huntington Park to other cities with rent stabilization programs. We compared the cities' populations, number of rental units, their program budgets, staffing levels, service metrics, and rental registration fees. Based on our comparison and direct experience in these programs, RCS estimates the following for the City.

**Table 4: Rent Stabilization Program Estimates**

Category	Estimate
Staffing Level	4-6 full-time positions
Available Work Hours	6,400 to 9,600 hours per year
Annual Budget	\$740,000 to \$920,00 per year
Rental Registration Fee	\$120 to \$156 per dwelling unit

In the establishment of the program Huntington Park would likely need 1-2 line staff to oversee the rental registration process and assist with public outreach. The program would also have a housing coordinator or management to assist with more technical processes, and proactively develop the program. Next, higher management is needed to communicate goals and establish policies for the program. As the program grows, the City can add code enforcement staffing, and a second administrative clerk, etc.

Below are the typical positions involved in a Rent Stabilization Program.

- Administrative Clerk
- Associate/Assistant/Senior Planner
- Code Enforcement Officer
- RSP Manager
- Administrative Specialist
- Community Development Director
- Planning Manager
- RSP Specialist

The estimated 4-6 full-time employees would translate to 6,400 to 9,600 hours of productivity. When you subtract vacation times, holidays, and average sick time, a typical employee only has 1,600 available work hours within a year. With the estimated 6,499 eligible units, dedicating 4-6 full-time employees (and 6,400 to 9,600 hours) is reasonable. A full fee-study at a later date would solidify this reasoning.

**Table 5: Possible Service Metric for Huntington Park**

East Palo Alto (FY19)			HP Pro-Rated
TOTAL Units	4,600	Per 100	6,499
<b>Petitions Filed</b>	124	2.70	175
<i>Habitability and Maintenance</i>	7	0.15	10
<i>Rent Ceiling Violation</i>	3	0.07	4
<i>Landlord's Fair Return Petition</i>	111	2.41	157
<i>Appeals</i>	2	0.04	3
<b>Public Inquiries</b>	2,327	50.59	3,288
<i>Tenant Walk-Ins</i>	89	1.93	126
<i>Landlord Walk-Ins</i>	127	2.76	179
<i>Other Walk-Ins</i>	80	1.74	113
<i>Phone Calls</i>	362	7.87	511
<i>Emails</i>	1,669	36.28	2,358
<b>Notices Received</b>			
<i>3 Day Notices (Not WPC)</i>	89	1.93	126
<i>Unlawful Detainers (Not WPC)</i>	18	0.39	25
<i>Change in Tenancy/Vacancy Reg. (Not WPC)</i>	71	1.54	100

Table 5 from the previous page is a sample of service level metrics from the City of East Palo Alto. The Huntington Park Pro-Rated column was to have the same levels. Appendix B presents service metrics from other cities.

RCS estimates a budget between \$740,000 to \$920,000 for Huntington Park's Rent Stabilization Program. This includes expenses for salaries, benefits, specialized contractual services, general office costs, and citywide overhead.

Separately, the City of Huntington Park is undergoing a complete and comprehensive fee study, which the Finance Department is leading. The aim is to align the findings of this citywide study with the rent stabilization program's budgetary needs. The comprehensive fee study will finalize the proposed budget and staffing levels, ensuring that both priorities are integrated effectively.

**Table 6: Estimated Budget**

<b>Rent Stabilization Program Budget</b>	<b>Four Employees</b>	<b>Six Employees</b>
Salary - Planning Manager (RSP Manager)	110,000	110,000
Salary - Management Analyst (RSP Specialist)	73,000	73,000
Salary - Administrative Specialist (a)	44,000	44,000
Salary - Administrative Specialist (b)	-	44,000
Salary - Administrative Clerk	44,000	44,000
Salary - Code Enforcement Officer	-	74,000
Benefits	108,400	155,600
<i>Contract - Legal</i>	<i>50,000</i>	<i>50,000</i>
<i>Contract - Registration Software</i>	<i>50,000</i>	<i>50,000</i>
<i>Contract - Policy &amp; Process Development</i>	<i>50,000</i>	<i>50,000</i>
<i>Contract - Translation</i>	<i>20,000</i>	<i>20,000</i>
<i>Contract - Public Information</i>	<i>40,000</i>	<i>30,000</i>
Material & Supplies	25,000	25,000
Indirect Administrative Costs	122,900	153,900
<b>Program Total</b>	<b>\$ 737,300</b>	<b>\$ 923,500</b>

To fully recover the program costs, the following fees are needed.

<b>Estimated Fees for Cost Recovery</b>	<b>Four Employees</b>	<b>Six Employees</b>
Program Exemption Fee (Est \$90 x 1,429 units)	128,610	128,610
<b>Rental Registry (\$120 x 5,070 units)</b>	608,400	
<b>Rental Registry (\$156 x 5,070 units)</b>		790,920
<b>Revenue Total</b>	<b>\$ 737,010</b>	<b>\$ 919,530</b>

For both options, the program exemption fee is based on 1 hour of labor multiplied by the 1,429 units that need to be verified for exemption annually. For the four-employee model, a \$120 rental registration fee is needed to fully recover for all expenses. The six employee model requires a registration fee of \$156 per unit. Appendix C provides a survey of other rent stabilization programs.

#### **ATTACHMENTS:**

- Appendix A: Summary of Parcel Data by Category – City of Huntington Park
- Appendix B: City Rent Control Program Annual Report Metrics
- Appendix C: Survey of Rent Stabilization Programs
- Appendix D: Rent Stabilization Ordinances (2023)

**Appendix A:  
Summary of Parcel Data by Category  
– City of Huntington Park**

## Summary of Parcel Data by Category - City of Huntington Park

Category	UseDesc	Eligible Units	Housing Units	Number of Parcels
Commercial	Auto Body and Fender, 1 Story		32	59
	Auto Service Center, No Gasoline, 1 Story		0	1
	Bank or Savings and Loan, 1 Story		0	3
	Bank or Savings and Loan, 2 Stories		0	2
	Building Supplies, 1 Story		0	1
	Car Wash, 1 Story		1	2
	Car Wash, Self Service, 1 Story		0	3
	Commercial		12	3
	Commercial (General)		0	1
	Commercial, Unassigned		0	1
	Department Store, 1 Story		0	1
	Department Store, 2 Stories		0	2
	Fast Food, Auto Oriented, 1 Story		3	3
	Fast Food, Walk Up, 1 Story		3	8
	Hotel, 1-49 Rooms, 1 Story	9	34	2
	Hotel, 1-49 Rooms, 2 Stories		49	2
	Miscellaneous, 1 Story		42	5
	Miscellaneous, 6-13 Stories		0	1
	Motel, 1-49 Rooms, 1 Story		66	4
	Motel, 50+ Rooms, 1 Story		1	1
	New Car Sales and Service, 1 Story		3	2
	Office Building and Residence, 1 Story		28	11
	Office Building and Residence, 2 Stories		2	1
	Office Building, 1 Story		23	31
	Office Building, 1 Story (parking lot)		1	1
	Office Building, 1 Story (Post Office)		1	1
	Office Building, 2 Stories		0	1
	Office Building, 2 Story		3	3
	Parking Lot		0	1
	Parking Lot, Patron/Employee, 1 Story		50	95
	Parking Structure, Commercial, 1 Story		0	1
	Parking Structure, Patron/Employee, 1 Story		0	1
	Professional Building, 1 Story		11	16
	Professional Building, 2 Stories		2	1
	Professional Building, Med/Dental, 1 Story		8	14
	Professional Building, Med/Dental, 2 Stories		1	1
	Professional Building, Med/Dental, 3 Stories		0	1
	Professional Building, Med/Dental, 4 Stories		0	1
	Professional Building, Veterinary, 1 Story		0	1
	Restaurant, Lounge or Tavern, 1 Story		17	29
	Restaurant, Lounge or Tavern, 2 Stories		0	3
	Service or Repair Shop, 1 Story		5	12
	Service Station		1	3
	Service Station, 1 Story		1	4
	Shopping Center, Community, 1 Story		17	21
	Store and Office, 1 Story		62	44
	Store and Office, 2 Stories		0	1
	Store and Residence, 1 Story	72	297	92
	Store and Residence, 2 Stories		5	5

## Summary of Parcel Data by Category - City of Huntington Park

Category	UseDesc	Eligible Units	Housing Units	Number of Parcels
<b>Commercial</b>	Store and Residence, 2 Story		2	1
	Store, 1 Story		208	204
	Store, 1 Story (Post Office)		0	1
	Store, 2 Stories		0	2
	Store, 3 Stories		0	2
	Supermarket, 12000+ SqFt, 1 Story		1	5
	Unassigned		0	1
	Used Car Sales, 1 Story		1	1
	Wholesale/Manufacturing Outlet, 1 Story		0	1
<b>Commercial Total</b>		<b>81</b>	<b>993</b>	<b>721</b>
<b>Govt. Owned</b>	Government, Unassigned		5	70
	High School		0	1
	Public School, General		0	4
	School Administration Center		5	6
<b>Govt. Owned Total</b>			<b>10</b>	<b>81</b>
<b>Industrial</b>	Food Processing Plant, Meat, 1 Story		0	4
	Food Processing Plant, Other, 1 Story		2	4
	Heavy Manufacturing, 1 Story		2	23
	Industrial		0	2
	Industrial, Open		0	1
	Large Public Storage, 1 Story		0	1
	Light Manufacturing		1	2
	Light Manufacturing, 1 Story		28	208
	Lumber Yard, 1 Story		6	1
	Mini Public Storage, 1 Story		1	3
	Miscellaneous Industrial		0	1
	Miscellaneous, 1 Story		0	6
	Open Storage		0	1
	Open Storage, 1 Story		1	4
	Open Storage, Trucking or Terminal, 1 Story		1	1
	Parking Lot, Industrial Use, 1 Story		1	28
	Warehousing, 10000-24999 SqFt, 1 Story		0	11
	Warehousing, 25000-50000 SqFt, 1 Story		0	5
	Warehousing, 25000-50000 SqFt, 2 Stories		2	1
	Warehousing, Over 50000 SqFt, 1 Story		0	5
	Warehousing, Under 10000 SqFt, 1 Story		20	51
<b>Industrial Total</b>			<b>65</b>	<b>363</b>
<b>Institutional</b>	Cemeteries, Mausoleums, 1 Story		0	1
	Churches, 1 Story		31	30
	Churches, 31+ Stories		1	1
	Home For Aged and Others, 1 Story		271	5
	Hospital, Nursing/Convalescent, 1 Story		4	1
	Hospitals, 1 Story		1	4
	Private Schools, 1 Story		4	8
<b>Institutional Total</b>			<b>312</b>	<b>50</b>
<b>Miscellaneous</b>	Dump Sites		0	2
	Utility/Commercial/Mutual SBE Assessed		3	51
<b>Miscellaneous Total</b>			<b>3</b>	<b>53</b>

## Summary of Parcel Data by Category - City of Huntington Park

Category	UseDesc	Eligible Units	Housing Units	Number of Parcels
<b>Recreational</b>	Bowling Alley, 1 Story		0	1
	Clubs, Lodge Halls, Fraternal Orgs, 1 Story		6	11
	Gymnasiums, Health Spas, 1 Story		1	2
	Theaters, Movie, Indoor, 1 Story		0	1
	Water Recreation, 1 Story		2	1
<b>Recreational Total</b>			<b>9</b>	<b>16</b>
<b>Residential</b>	1 Unit		2,808	2,806
	1 Unit, Condominium		645	645
	1 Unit, Other Improvements		22	19
	1 Unit, Planned Community		103	103
	1 Unit, Pool		109	109
	1 Unit, Therapy Pool		2	2
	2 Units, 1-4 Stories	1,890	1,914	961
	2 Units, 1-4 Stories, Pool	14	14	7
	3 Units, 1-4 Stories	1,414	1,424	484
	3 Units, 1-4 Stories, Pool	6	6	2
	4 Units, 1-4 Stories	1,239	1,247	310
	4 Units, 1-4 Stories, Pool	16	16	4
	5+ Units, 1-4 Stories	1,779	5,233	599
	5+ Units, 1-4 Stories, Pool	54	384	19
	5+ Units, 5+ Stories	6	417	2
	Detached Condominium		14	14
	Residential (General) (Single)		0	1
	Rooming House		11	3
	Single Family Residential		0	6
<b>Residential Total</b>		<b>6,418</b>	<b>14,369</b>	<b>6,096</b>
<b>Vacant</b>	2 Units, Vacant		2	1
	4 Units, Vacant		4	2
	Auditoriums, Stadiums, Amphitheatres, Vacant		0	1
	Commercial, Unassigned, Vacant		3	29
	Government Owned, Vacant		1	29
	Industrial, Vacant		12	54
	School Service Center, Vacant		0	2
	Service Stations, Vacant		0	1
	Utility/Commercial/Mutual SBE Assessed		0	6
	Vacant Residential		37	76
<b>Vacant Total</b>			<b>59</b>	<b>201</b>
(Code Not Supplied By County)			0	947
<b>Total</b>			<b>0</b>	<b>947</b>
<b>Grand Total</b>		<b>6,499</b>	<b>15,820</b>	<b>8,528</b>



## **Appendix B: City Rent Control Program Annual Report Metrics**

Alameda (FY23) - Updated 09/2024			HP Pro-Rated
FULLY Regulated Units	13,741		
PARTIALLY Regulated Units	2,838		
<b>TOTAL Units</b>	<b>16,579</b>	<b>Per 100</b>	<b>6,499</b>
Submission for Rent Review or Registration	78	0.47	31
Petitions filed for rent adjustment hearings	28	0.17	11
<i>Landlord Petitions</i>	1	0.01	0
<i>Tenant Petitions</i>	27	0.16	11
Termination of Tenancy Submissions (No Fault)	45	0.27	18
Buyout Agreement Submissions	19	0.11	7
Temporary relocation submissions	23	0.14	9
<i>Alternative Permanent Housing</i>	3	0.02	1
<i>Comparable Unit Onsite</i>	1	0.01	0
<i>Re-occupied after repairs</i>	19	0.11	7
Capital improvement plan submission	3	0.02	1
Units monitored for compliance after "no fault" termination	73	0.44	29
Enforcement for Violations (Unpaid Program Fees)	2,533	15.28	993
<i>Fully Regulated</i>	1,547	9.33	606
<i>Partially Regulated</i>	986	5.95	387
Enforcement for Violations (Unregistered Properties)	755	4.55	296
<i>Fully Regulated</i>	586	3.53	230
<i>Partially Regulated</i>	169	1.02	66
Public records requests	17	0.10	7
Decisions by hearing officers	15	0.09	6
<i>Tenant Petitions</i>	14	0.08	5
Staff review of rental registration (errors/issues)	556	3.35	218
Staff Review - Rent Increases (previous or pending)	50	0.30	20
<i>Landlord Initiated Requests</i>	3	0.02	1
<i>Tenant Initiated Requests</i>	47	0.28	18
Referred to Legal - Enforcement of Ordinance violations	20	0.12	8
Referred to Legal - Registration Errors	197	1.19	77
Non-Registered or incorrect payments/number of units	926		363
Approved exemptions	902		354
East Palo Alto (FY19)			HP Pro-Rated
<b>TOTAL Units</b>	<b>4,600</b>	<b>Per 100</b>	<b>6,499</b>
<b>Petitions Filed</b>	124	2.70	175
<i>Habitability and Maintenance</i>	7	0.15	10
<i>Rent Ceiling Violation</i>	3	0.07	4
<i>Landlord's Failure to Register</i>	1	0.02	1
<i>Landlord's Fair Return Petition</i>	111	2.41	157
<i>Appeals</i>	2	0.04	3
<b>Public Inquiries</b>	2,327	50.59	3,288
<i>Tenant Walk-Ins</i>	89	1.93	126
<i>Landlord Walk-Ins</i>	127	2.76	179
<i>Other Walk-Ins</i>	80	1.74	113
<i>Phone Calls</i>	362	7.87	511
<i>Emails</i>	1,669	36.28	2,358

<b>Notices Received</b>			
3 Day Notices (Not WPC)	89	1.93	126
WPC 3 Day Notices	705	15.33	996
Unlawful Detainers (Not WPC)	18	0.39	25
WPC Unlawful Detainers	55	1.20	78
Change in Tenancy/Vacancy Reg. (Not WPC)	71	1.54	100
WPC Change in Tenancy/Vacancy Registration	332	7.22	469
<b>Oakland (FY22) - Updated 09/2024</b>			<b>HP Pro-Rated</b>
<b>TOTAL Units</b>	<b>14,822</b>	<b>Per 100</b>	<b>6,499</b>
<b>Eviction/Vacation Notices (Required for All within City)</b>	807	5.44	354
Pay or Quit	440	2.97	193
Violation of Lease Term	81	0.55	36
Distrubing the Peace & Quiet Enjoyment	54	0.36	24
Engaging in Unlawfual Activity	55	0.37	24
Other	53	0.36	23
Causing Substantial Damage	23	0.16	10
Ellis Act	41	0.28	18
Property Exempt	11	0.07	5
Owner/Relative Move-In (No Fault)	9	0.06	4
Disorderly Conduct	29	0.20	13
Sustantial Repairs Required - Relocation (No Fault)	5	0.03	2
Refusal to Allow Entry	3	0.02	1
Refusal to Sign New Lease	2	0.01	1
Cease and Desist	1	0.01	-
<b>Just Cause Eviction</b>	900	6.07	395
<b>Move-Out Disclosure Certification Forms</b>	414	2.79	182
<b>Move-Out Relocation Agreements</b>	144	0.97	63
<b>Petitions Filed</b>	307	2.07	135
Tenant Petitions	228	1.54	100
Owner Petitions	79	0.53	35
<b>Mediation &amp; Settlement Conferences</b>	47	0.32	21
<b>Petitions (Appeals) Submitted to Board</b>	307	2.07	135
Appealable Decisions	37	0.25	16
Number of Appeals Heard	36	0.24	16
Resolved at End of FY	35	0.24	15
<b>Workshops (virtual)</b>	18	0.12	8
Tenant & Property Owners	8	0.05	4
Small Property Owners	3	0.02	1
COVID-19 & Eviction Moratorium	1	0.01	-
Tenants' Rights (English)	3	0.02	1
Tenant's Rights (Spanish)	1	0.01	-
Rent Control & Evictions	2	0.01	1
<b>Counseling Sessions Conducted</b>	3,672	24.77	1,610

Richmond (FY21)			HP Pro-Rated
FULLY Regulated Units (rent control & just cause)	8,996		
PARTIALLY Regulated Units (just cause only)	11,914		
<b>TOTAL Units</b>	<b>20,910</b>	<b>Per 100</b>	<b>6,499</b>
Counseling sessions conducted	5,301	25.35	1,648
Households referred to legal services	123	0.59	38
Mediations held	9	0.04	3
Rent amount consultation with Hearing Unit Coordinator	480	2.30	149
Settlement Agreements reached	17	0.08	5
Rent decreases ordered	7	0.03	2
Rent increases ordered	3	0.01	1
Authorized rent increase notices	2,334	11.16	725
Termination of tenancy notices filed	444	2.12	138
San Jose (FY21)			HP Pro-Rated
STUDIO Properties	3,019		
1 BED Properties	16,783		
2 BED Properties	16,064		
3 BED Properties	1,999		
4+ BED Properties	46		
<b>TOTAL Units</b>	<b>37,911</b>	<b>Per 100</b>	<b>6,499</b>
<b>Tenant Buyouts</b>	15	0.04	3
<b>Petitions (FY20)</b>	113	0.30	19
<b>Petitions (FY21)</b>	63	0.17	11
<i>Withdrawn</i>	6	0.02	1
<i>Ineligible</i>	7	0.02	1
<i>Pending</i>	14	0.04	2
<i>Staff Decision</i>	3	0.01	1
<i>Hearing Officer Decision</i>	10	0.03	2
<i>Voluntary Agreement Arranged by Staff</i>	-	-	-
<i>Voluntary Agreement Arranged by Hearing Officer/Mediator</i>	23	0.06	4
<b>Just Cause Notices</b>	9,717	25.63	1,666
Santa Monica (2022) - Updated 09/2024			HP Pro-Rated
STUDIO Properties	2,905		
1 BED Properties	12,989		
2 BED Properties	9,667		
3+ BED Properties	2,020		
<b>TOTAL Units</b>	<b>27,581</b>	<b>Per 100</b>	<b>6,499</b>
<b>Contacts</b>	13,000	47.13	3,063
<i>Counter</i>	695	2.52	164
<i>Phone</i>	9,206	33.38	2,169
<i>E-mail</i>	3,099	11.24	730
<b>Community Meetings/Seminars</b>	3	0.01	1
<i>Tenants' Intro to Rent Control (videoconference)</i>	1	0.00	0
<i>Owning Rent-Controlled Property (videoconference)</i>	1	0.00	0
<i>Landlord-Tenant Forum (videoconference)</i>	1	0.00	0
<b>Website Visits</b>	154,122	558.80	36,316
<b>Tenancy rent registration forms</b>	3,226	11.70	760

<b>Petitions (TOTAL)</b>	114	0.41		27
<b>Petitions - Decrease Rent</b>	78	0.28		18
<i>Withdrawn or dismissed prior to mediation or hearing</i>	-	-		-
<i>Referred to hearing directly or Prior to Mediation</i>	1	0.00		0
<i>Resolved prior to mediation</i>	-	-		-
<i>Referred to Mediation</i>	77	0.28		18
<b>Cases Mediated</b>	101	0.37		24
<i>Withdrawn or dismissed</i>	2	0.01		0
<i>Resolved-Closed or Resolved Prior to Mediation</i>	27	0.10		6
<i>No resolution - referred to hearing</i>	40	0.15		9
<i>Partial resolution - referred to hearing</i>	10	0.04		2
<i>Pending</i>	22	0.08		5
<b>Hearing Activity</b>	64	0.23		15
<i>Referred directly or Prior to Mediation</i>	1	0.00		0
<i>Referred from Mediation</i>	50	0.18		12
<i>Remanded from Board</i>	-	-		-
<i>Ongoing from prior year</i>	13	0.05		3
<b>Tenant Buyouts</b>	25	0.09		6
<b>Exemptions (Single Family Homes)</b>	3,950	14.32		931
<i>Permanent</i>	3,585	13.00		845
<i>2-Year Owner Occupied</i>	365	1.32		86
<b>Use Exemptions (Temporary Exemptions)</b>	3,230	11.71		761
<b>Ellis Act</b>	2,067	7.49		487
<i>Withdrawn from Rental Market</i>	3,317	12.03		782
<i>Returned to Market under Rent Control</i>	992	3.60		234
<i>Controlled after Property Redevelopment</i>	258	0.94		61
<b>Notice of Eviction</b>	43	0.16		10
<i>Nuisance</i>	9	0.03		2
<i>Other Breaches of Lease</i>	20	0.07		5
<i>Subtenant</i>	1	0.00		0
<i>Reason Unknown</i>	12	0.04		3
<i>Demolished (Bootleg/Uninhabitable)</i>	1	0.00		0
<b>Appeal Hearing Officer Decision</b>	16	0.06		4
<i>Tenant Appeal</i>	6	0.02		1
<i>Owner Appeal</i>	6	0.02		1
<i>Construction</i>	2	0.01		0
<i>Tenant Not in Occupancy</i>	2	0.01		0
<b>West Hollywood (FY18)</b>			HP	
			Pro-Rated	
0 BEDROOM Properties	2,420			
1 BEDROOM Properties	8,933			
2 BEDROOM Properties	4,854			
3 BEDROOM Properties	480			
4+ BEDROOM Properties	20			
<b>TOTAL Units</b>	<b>16,707</b>	<b>Per 100</b>		<b>6,499</b>
<b>Mediation</b>	400	2.39		156
<b>Rent Adjustment Hearings Filed</b>	108	0.65		42
<i>Hearings Held</i>	83	0.50		32
<i>Hearing Requests Withdrawn</i>	15	0.09		6
<i>Postponed or Administratively Dismissed</i>	16	0.10		6
<b>Appeals/Decisions</b>	23	0.14		9

## **Appendix C:**

# **Survey of Rent Stabilization Programs**

Jurisdiction	Approved By	Ordinance Effective Date	Population (2020 Census)	Rent Review Board/ Committee	Rental Registration Required	Rental Registration Fee
Alameda City	City Council	Ordinance No. 3249 effective 9/4/19.	78,280	Rent Review Advisory Committee	Required	\$155/fully regulated units; \$105/partially regulated units; \$0/rental units occupied by subsidized tenants
Baldwin Park	City Council	12/4/19 effective 1/3/20.	72,176	None	Required	\$28/unit
Bell Gardens	City Council	9/12/2022	37,927	None	Required	\$156/unit
Berkeley	Voter	Rent Stabilization 6/3/80; Tenant Buyout 3/14/17. ADU Clarification, Emergency Exemption 11/3/20.	124,321	Rent Stabilization Board	Required	\$250/full regulated unit; \$150/partially regulated units; \$37/subsidized unit; \$70/summer sorority/fraternity outside member rental unit
Culver City	City Council	Mediation: 5/11/19. Rent Control and Tenant Protections, 10/30/20.	40,799	None	Required	\$167/unit
East Palo Alto	City Council	Tenant Protections 5/6/14; Rent Stabilization 06/08/2010. Last amended 11/8/16.	30,034	Rent Stabilization Board	Required	\$222/non-exempt unit

Jurisdiction	Approved By	Ordinance Effective Date	Population (2020 Census)	Rent Review Board/ Committee	Rental Registration Required	Rental Registration Fee
Hayward	City Council	6/25/19 effective 7/25/19.	162,954	None	Not Required	Complaint Based Fees \$40/residential covered rental unit, \$19/residential rental unit
Inglewood	City Council	5/19/2011	107,762	Rental Housing Board	Required	\$206/unit \$92/unit Section 8
Los Angeles City	City Council	4/21/79. Last amended 5/20.	3,898,747	Rental Housing Oversight Commission	Required	\$38.75/unit
Oakland	City Council	10/7/80. Last amended 6/4/2019.	440,646	Residential Rent and Relocation Board	Required	\$101/unit
Richmond	Voter	Fair Rent adopted 11/08/16. Relocation adopted 12/20/16, effective 01/2017.	116,448	Rent Board	Required	\$218/unit fully covered, \$123/unit partially covered and government subsidized
San Francisco	Board of Supervisors	6/79. Last amended 12/19.	873,965	Rent Board	Required	\$59.00/apartment unit, \$29.50/residential hotel room
Santa Ana	City Council	10/19/2021	310,227	TBD	TBD	\$100/unit
Santa Monica	Voter	Charter: 4/10/79. Last amended 2010. Tenant Relocation: 2/27/90 last amended 3/28/17. Tenant Harassment: 10/10/95 last amended 01/13/15.	93,076	Rent Control Board	Required	\$198/unit



Jurisdiction	Approved By	Ordinance Effective Date	Population (2020 Census)	Rent Review Board/ Committee	Rental Registration Required	Rental Registration Fee
Unincorporated Los Angeles County	Board of Supervisors	Effective 04/1/20.	1,057,162	Rental Housing Oversight Commission	Required	Before 4/22 - Free, May - Sept 2022 - \$90/fully covered units
West Hollywood	City Council	6/27/85. Last amended 12/2019.	35,757	Rent Stabilization Commission	Required	\$144/unit full \$60/unit partial

## **Appendix D: Rent Stabilization Ordinances (2023)**

Municipality	Restriction	Ordinance
Alameda	Landlords are limited to the base rent charged as of 9/1/19 plus the Annual General Adjustment (AGA). For tenancies beginning after 9/1/19, the base rent is the initial rent amount. The AGA is calculated using 70% of the regional Consumer Price Index (CPI), with a 1% floor and 5% ceiling. Each year in May the Program Administrator announces the AGA effective September 1st. A Landlord who does not increase rent by the full amount allowed annually can "bank" the unused portion and impose it in a later year. A new AGA of 3.5% went into effect on September 1, 2022. However, special Pandemic "wind-down" rules apply. See the <a href="#">Alameda Rent Program FAQ</a> .	Alameda, California Code of Ordinances §§ 6-58.10 - 6-58.155
Antioch	Effective 7/23/22 landlords may increase rent once every 12 months, limited to 60 percent of the local CPI or 3%, whichever is less. Single-family homes without accessory units, condominiums and cooperatives are exempt as are units first certified for occupancy after 2/1/95.	Antioch Municipal Code Title 11, Chapter 1. §§ 11-1.01 - 11-1.013. Rent Stabilization.
Baldwin Park	Rent is effectively limited to 5% per 12-month period (based on the Consumer Price Index) of the "base rent ceiling" (rent in effect on 3/5/19, or if none the initial rent charged on the first day of tenancy).	Baldwin Park Code of Ordinances Chapter 11 §§ 129.01 - 129.78
Bell Gardens	Rent increases are limited to 50% of the local CPI or 4%, whichever is less.	Bell Gardens Municipal Code Chapter 5.62, "Rent Stabilization", and Chapter 5.63, "Tenant Eviction Protections".
Berkeley	Each January 1st rent ceilings are increased by the Annual General Adjustment (AGA). The AGA is set by October 31 of the preceding year, but has been 65% of the percentage increase of the regional Consumer Price Index (CPI) since 2005. Landlords or tenants may petition for exception.	Berkeley Municipal Code §§ 13.76.110 - 13.76.120
Beverly Hills	Landlord may increase rent once every 12 months, limited to 3% of the current rent, or the regional Consumer Price Index (CPI), whichever is higher.	Beverly Hills Municipal Code § 4-6- 3
City of Commerce	Rent increases are expressly subject to the provisions of AB 1482 California Tenant Protections Act (Cal. Civ. Code §§ 1946.2 and 1947.12).	City of Commerce Municipal Code §§ 19.40.010 - 19.40.090
Culver City	The rent as of 10/30/20 on then-existing tenancies, or the initial rent charged on tenancies beginning thereafter, is the "base rate" from which increases are calculated. Increases are limited per 12-month period to the average annual change in the Consumer Price Index (CPI) with a cap of 5%; if the CPA increase is less than 2%, the cap is 2%. Landlords can petition for an increase above the cap amount. (CCMC § 15.09.215).	Culver City Municipal Code §§ 15.09.200 - 15.09.270

Municipality	Restriction	Ordinance
East Palo Alto	Annual rent increases are limited to 80% of the percentage increase in the regional Consumer Price Index (CPI). Overall increase may not exceed 10% in any 12-month period.	East Palo Alto, California Code of Ordinances §§ 14.04.040, 14.04.090 - 100
Fairfax	Rent increases are limited to 60% of the percentage increase in the regional consumer price index (CPI) annually. Overall increase may not exceed 5% total. The cap is retroactive to 2/2/22.	Fairfax Town Code Title 5, Business. Chapter 5.55 "Rent Stabilization Program" §§ 5.55.010-5.55.120.
Gardena	Rent increases exceeding 5% are subject to mediation and binding arbitration.	Gardena Municipal Code §§ 14.04.010 - 14.04.300
Glendale	No limit on rent increases but increases exceeding 7% over any 12-month period may trigger relocation payments if tenants choose to vacate rather than renew.	Glendale Municipal Code §§ 9.30.10 - 9.30.100
Hayward	Rent increases are limited to 5% per year absent exception. Landlords may "bank" annual increases, but aggregate rent increases cannot exceed 10% in any year.	Hayward Municipal Code §§ 12:1.01 - 12:1.21
Inglewood	The base rent amount for calculations is the rent in effect on 6/18/19 or the initial rent for tenancies starting thereafter. Only one increase is allowed every 12 months, calculated from the day the increase first takes effect. For residential properties with five or more units, the maximum increase is 3% or the cost of inflation (whichever is greater), as measured by the local CPI. The increase cannot exceed 10%. For residential properties with four or less units, the maximum increase is 5% PLUS the cost of inflation as measured by the local CPI. The increase cannot exceed 10%.	Inglewood Municipal Code §§ 8-125 - 8-234
Los Angeles	Only one rent increase is allowed every 12 months based upon the regional Consumer Price Index (CPI). Effective July 1, 2020, the annual allowable increase is 3%.	Los Angeles Municipal Code §§ 151.00 - 155.09
Unincorporated Los Angeles County	Only one rent increase is allowed annually, based on the change in the regional Consumer Price Index (CPI) up to a total of 8% including pass-throughs and fees.	Los Angeles County Code §§ 8.52.010 - 8.52.200
Los Gatos	Rent may be increased only once annually and the increase cannot exceed the greater of 5% of existing rent, or 70% of the regional Consumer Price Index (CPI). The landlord can always increase rent with tenant's written consent.	Los Gatos Town Code §§ 14.80.010 - 14.80.315
Mountain View	Rents may be raised starting September 1st each year by Board-determined amount that is no less than 2%, nor more than 5%, of the existing rent. Landlords may "bank" annual rent increases.	Mountain View Code of Ordinances §§ 1700 - 1720

Municipality	Restriction	Ordinance
Oakland	Rent may be increased once in any twelve-month period. Increases are limited based upon the local Consumer Price Index (CPI) or to prior "banked" increases but cannot exceed 60% of the percentage increase in the CPI for April of that calendar year from April of the immediately preceding calendar year, or 3%, whichever is lower. From 8/1/22 through 7/31/23 the limit is 3%. However, landlords may increase rent up to 5% for each qualifying additional tenant. Owners may also increase the rent when a tenant doesn't use the unit as a principal residence. Subtenants are also protected from overcharging by primary tenants.	Oakland Municipal Code § 8.22.065 et seq.
Oxnard	Rent increases are limited to 4% annually, and one increase in any twelve (12) month period.	Oxnard City Code §§ 27-21 – 27-23
Palm Springs	Only one rent increase is allowed annually, limited to 75% of the increase in the regional Consumer Price Index (CPI). Rent control is permanently removed after the tenant voluntarily vacates or is evicted for cause. As a result, few properties remain subject to rent control.	Palm Springs Municipal Code §§ 4.02.010 - 4.08.190
Pasadena	Only one rent increase is allowed annually, limited to 75% of the increase in the regional Consumer Price Index (CPI).	Pasadena Municipal Code §§ 1801-1824
Richmond	Only one increase is allowed annually, limited to the lower of either 60% of the increase in the regional Consumer Price Index (CPI), or 3% of current rent, whichever is lower.	Richmond Code of Ordinances §§ 11.100.010 - 11.100.130
Sacramento	Rent increases cannot exceed 5% plus the percentage of annual increase in the cost-of-living adjustment promulgated by the U.S. Department of Labor, Bureau of Labor Statistics. The total increase is capped at 10% annually, and only one increase is allowed in any 12-month period.	Sacramento City Code §§ 5.156.010 - 5.156.150
San Francisco	Annual rent increases are limited to 60% of the regional Consumer Price Index (CPI).	San Francisco Administrative Code § 37.3
San Jose	The "Annual General Increase" is limited to the monthly rent for the previous 12 months, multiplied by 5% via one annual increase. The Landlord must petition for a higher increase.	San Jose Municipal Code §17.23.310
Santa Ana	Rent increase are expressly for buildings with certificate of occupancy on or before 1/1/95, annual rent increases are limited to the lower of 3% per year, or 80% of the percent change in the Consumer Price Index over the most recent 12-month period. The allowable increase is published no later than June 30 of each year.	Santa Ana Municipal Code §§ 8- 1998.1 – 8- 1998.3.
Santa Barbara	Rent increase are expressly subject to the provisions of AB 1482 California Tenant Protections Act (Cal. Civ. Code §§ 1946.2 and 1947.12).	Santa Barbara Municipal Code §§ 26.50.010 - 26.50.070

Municipality	Restriction	Ordinance
Santa Monica	The Rent Control Board determines each year's increase ("General Adjustment" or GA). The Maximum Allowable Rent (MAR) for any unit is its base rent plus the increase allowed per the annual GA. In November 2022 voters approved Measure RC, which caps future general adjustments at 3% beginning February 2023, and reduces the MAR to .8% through August 2023 - effectively bringing the 2023 average rent increase to 3%. The city has a helpful webpage for determining allowable increases <a href="#">here</a> .	Santa Monica City Charter Amendment §§ 1800 - 1821
Thousand Oaks	Rent control is very limited—it only applies to tenants who have resided in the same unit since 1987.	Thousand Oaks Rent Stabilization Ordinances Nos. 755-NS, 956-NS, 1284-NS
West Hollywood	Rent increases are limited to 75% of the increase in the regional Consumer Price Index (CPI) during the preceding 12 months.	West Hollywood Municipal Code §§ 17.36.020 et seq.

<https://www.nolo.com/legal-encyclopedia/california-rent-control-law.html>

Source: Nolo.com a wholly owned subsidiary of MH Sub I, LLC

## Summary of Parcel Data by Category - City of Huntington Park

Category	UseDesc	Eligible Units	Housing Units	Number of Parcels
Commercial	Auto Body and Fender, 1 Story		32	59
	Auto Service Center, No Gasoline, 1 Story		0	1
	Bank or Savings and Loan, 1 Story		0	3
	Bank or Savings and Loan, 2 Stories		0	2
	Building Supplies, 1 Story		0	1
	Car Wash, 1 Story		1	2
	Car Wash, Self Service, 1 Story		0	3
	Commercial		12	3
	Commercial (General)		0	1
	Commercial, Unassigned		0	1
	Department Store, 1 Story		0	1
	Department Store, 2 Stories		0	2
	Fast Food, Auto Oriented, 1 Story		3	3
	Fast Food, Walk Up, 1 Story		3	8
	Hotel, 1-49 Rooms, 1 Story	9	34	2
	Hotel, 1-49 Rooms, 2 Stories		49	2
	Miscellaneous, 1 Story		42	5
	Miscellaneous, 6-13 Stories		0	1
	Motel, 1-49 Rooms, 1 Story		66	4
	Motel, 50+ Rooms, 1 Story		1	1
	New Car Sales and Service, 1 Story		3	2
	Office Building and Residence, 1 Story		28	11
	Office Building and Residence, 2 Stories		2	1
	Office Building, 1 Story		23	31
	Office Building, 1 Story (parking lot)		1	1
	Office Building, 1 Story (Post Office)		1	1
	Office Building, 2 Stories		0	1
	Office Building, 2 Story		3	3
	Parking Lot		0	1
	Parking Lot, Patron/Employee, 1 Story		50	95
	Parking Structure, Commercial, 1 Story		0	1
	Parking Structure, Patron/Employee, 1 Story		0	1
	Professional Building, 1 Story		11	16
	Professional Building, 2 Stories		2	1
	Professional Building, Med/Dental, 1 Story		8	14
	Professional Building, Med/Dental, 2 Stories		1	1
	Professional Building, Med/Dental, 3 Stories		0	1
	Professional Building, Med/Dental, 4 Stories		0	1
	Professional Building, Veterinary, 1 Story		0	1
	Restaurant, Lounge or Tavern, 1 Story		17	29
	Restaurant, Lounge or Tavern, 2 Stories		0	3
	Service or Repair Shop, 1 Story		5	12
	Service Station		1	3
	Service Station, 1 Story		1	4
	Shopping Center, Community, 1 Story		17	21
	Store and Office, 1 Story		62	44
	Store and Office, 2 Stories		0	1
	Store and Residence, 1 Story	72	297	92
	Store and Residence, 2 Stories		5	5
	Store and Residence, 2 Story		2	1

## Summary of Parcel Data by Category - City of Huntington Park

Category	UseDesc	Eligible Units	Housing Units	Number of Parcels
	Store, 1 Story		208	204
	Store, 1 Story (Post Office)		0	1
	Store, 2 Stories		0	2
	Store, 3 Stories		0	2
	Supermarket, 12000+ SqFt, 1 Story		1	5
	Unassigned		0	1
	Used Car Sales, 1 Story		1	1
	Wholesale/Manufacturing Outlet, 1 Story		0	1
<b>Commercial Total</b>		<b>81</b>	<b>993</b>	<b>721</b>
<b>Govt. Owned</b>	Government, Unassigned		5	70
	High School		0	1
	Public School, General		0	4
	School Administration Center		5	6
<b>Govt. Owned Total</b>			<b>10</b>	<b>81</b>
<b>Industrial</b>	Food Processing Plant, Meat, 1 Story		0	4
	Food Processing Plant, Other, 1 Story		2	4
	Heavy Manufacturing, 1 Story		2	23
	Industrial		0	2
	Industrial, Open		0	1
	Large Public Storage, 1 Story		0	1
	Light Manufacturing		1	2
	Light Manufacturing, 1 Story		28	208
	Lumber Yard, 1 Story		6	1
	Mini Public Storage, 1 Story		1	3
	Miscellaneous Industrial		0	1
	Miscellaneous, 1 Story		0	6
	Open Storage		0	1
	Open Storage, 1 Story		1	4
	Open Storage, Trucking or Terminal, 1 Story		1	1
	Parking Lot, Industrial Use, 1 Story		1	28
	Warehousing, 10000-24999 SqFt, 1 Story		0	11
	Warehousing, 25000-50000 SqFt, 1 Story		0	5
	Warehousing, 25000-50000 SqFt, 2 Stories		2	1
	Warehousing, Over 50000 SqFt, 1 Story		0	5
	Warehousing, Under 10000 SqFt, 1 Story		20	51
<b>Industrial Total</b>			<b>65</b>	<b>363</b>
<b>Institutional</b>	Cemeteries, Mausoleums, 1 Story		0	1
	Churches, 1 Story		31	30
	Churches, 31+ Stories		1	1
	Home For Aged and Others, 1 Story		271	5
	Hospital, Nursing/Convalescent, 1 Story		4	1
	Hospitals, 1 Story		1	4
	Private Schools, 1 Story		4	8
<b>Institutional Total</b>			<b>312</b>	<b>50</b>
<b>Miscellaneous</b>	Dump Sites		0	2
	Utility/Commercial/Mutual SBE Assessed		3	51
<b>Miscellaneous Total</b>			<b>3</b>	<b>53</b>



## Summary of Parcel Data by Category - City of Huntington Park

Category	UseDesc	Eligible Units	Housing Units	Number of Parcels
<b>Recreational</b>	Bowling Alley, 1 Story		0	1
	Clubs, Lodge Halls, Fraternal Orgs, 1 Story		6	11
	Gymnasiums, Health Spas, 1 Story		1	2
	Theaters, Movie, Indoor, 1 Story		0	1
	Water Recreation, 1 Story		2	1
<b>Recreational Total</b>			<b>9</b>	<b>16</b>
<b>Residential</b>	1 Unit		2,808	2,806
	1 Unit, Condominium		645	645
	1 Unit, Other Improvements		22	19
	1 Unit, Planned Community		103	103
	1 Unit, Pool		109	109
	1 Unit, Therapy Pool		2	2
	2 Units, 1-4 Stories	1,890	1,914	961
	2 Units, 1-4 Stories, Pool	14	14	7
	3 Units, 1-4 Stories	1,414	1,424	484
	3 Units, 1-4 Stories, Pool	6	6	2
	4 Units, 1-4 Stories	1,239	1,247	310
	4 Units, 1-4 Stories, Pool	16	16	4
	5+ Units, 1-4 Stories	1,779	5,233	599
	5+ Units, 1-4 Stories, Pool	54	384	19
	5+ Units, 5+ Stories	6	417	2
	Detached Condominium		14	14
	Residential (General) (Single)		0	1
	Rooming House		11	3
	Single Family Residential		0	6
<b>Residential Total</b>		<b>6,418</b>	<b>14,369</b>	<b>6,096</b>
<b>Vacant</b>	2 Units, Vacant		2	1
	4 Units, Vacant		4	2
	Auditoriums, Stadiums, Amphitheatres, Vacant		0	1
	Commercial, Unassigned, Vacant		3	29
	Government Owned, Vacant		1	29
	Industrial, Vacant		12	54
	School Service Center, Vacant		0	2
	Service Stations, Vacant		0	1
	Utility/Commercial/Mutual SBE Assessed		0	6
	Vacant Residential		37	76
<b>Vacant Total</b>			<b>59</b>	<b>201</b>
<b>Total</b>			<b>0</b>	<b>947</b>
<b>Grand Total</b>		<b>6,499</b>	<b>15,820</b>	<b>8,528</b>

# ATTACHMENT "D"

Category	UseDesc	Eligible Units	Sum of Units	Parcel Count
<b>Commercial</b>	Hotel, 1-49 Rooms, 1 Story	9	34	2
	Store and Residence, 1 Story	72	297	92
<b>Commercial Total</b>		<b>81</b>	<b>331</b>	<b>94</b>
Residential	2 Units, 1-4 Stories	1,890	1,914	961
	2 Units, 1-4 Stories, Pool	14	14	7
	3 Units, 1-4 Stories	1,414	1,424	484
	3 Units, 1-4 Stories, Pool	6	6	2
	4 Units, 1-4 Stories	1,239	1,247	310
	4 Units, 1-4 Stories, Pool	16	16	4
	5+ Units, 1-4 Stories	1,779	5,233	599
	5+ Units, 1-4 Stories, Pool	54	384	19
	5+ Units, 5+ Stories	6	417	2
<b>Residential Total</b>		<b>6,418</b>	<b>10,655</b>	<b>2,388</b>
Other Categories (Govt Own, Industrial, Vacant, etc)		-	4,834	6,046
<b>Other Categories Total</b>		<b>-</b>	<b>4,834</b>	<b>6,046</b>
<b>Grand Total</b>		<b>6,499</b>	<b>15,820</b>	<b>8,528</b>

Category	UseDesc	Eligible Units	Sum of Units	Parcel Count
	Exempt - Annual Application	<b>1,429</b>	1,429	715
	Exempt - One Time Application	-	<b>432</b>	18
<b>Grand Total</b>		<b>1,429</b>	<b>1,861</b>	<b>733</b>

## ATTACHMENT B

### RESOLUTION NO. 2026-XX

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, ESTABLISHING NEW REGISTRATION FEES FOR RENTAL UNITS PURSUANT TO THE CITY' S RENT STABILIZATION AND TENANT EVICTION PROTECTIONS ORDINANCE.**

**WHEREAS**, the City Council of the City of Huntington Park adopted Rent Stabilization and Tenant Eviction Protections Ordinance No. 2025-14 amending Title 8, Chapter 21, entitled Rent Stabilization, of the Huntington Park Municipal Code.

**WHEREAS**, the City retained a consultant to prepare a comprehensive fee study to determine the appropriate registration fees necessary to recover the City' s costs associated with the Ordinance; and

**WHEREAS**, as recommended in the fee study based on best practices, the City Council selected a proposed annual registration fee of \$167 per rental unit to be established by resolution; and

**WHEREAS**, on January 13, 2026, at a duly noticed public meeting, the City Council considered the proposed fees, and approved the adoption of said fees by this Resolution; and

**WHEREAS**, the fees established herein bear a reasonable relationship to the overall costs of administering and enforcing the Ordinance and RSO Program.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES HEREBY RESOLVE AS FOLLOWS:

**SECTION 1.** The City Council of the City of Huntington Park hereby adopts and approves the a registration fee of \$ 167 per unit per year is imposed on every property owner of residential real property for each rental unit that is subject to Ordinance No. 2025-14.

**SECTION 2.** The City Council further authorizes and directs the City Manager and staff to take all actions necessary and appropriate to implement and effectuate the intent of the City Council as set forth in this Resolution.

**SECTION 3.** Subject to all applicable laws, the City Council hereby authorizes the City Manager to execute any ancillary documents relating to the established fees for the registration of rental units intended to recover the City' s reasonable costs associated with the administration and enforcement of the City' s Rent Stabilization and Tenant

Protections Ordinance.

SECTION 4. The City Clerk shall certify the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED this thirteen (13th) day of January 2026.**

---

Arturo Flores  
Mayor

**ATTEST:**

---

Eduardo Sarmiento, City Clerk

## Attachment C – Sample fees

	<u>CUDAHY</u>	<u>BELL GARDENS</u>	<u>MAYWOOD</u>
Rental Registration Fee	Total Fees	Total Fees	Total Fees
"Covered" Rental Unit	\$126.00 per unit	\$156.00 per unit	\$90.00 per unit
Rental Unit Exemption	\$91.00 per unit claiming RSO exemption		\$63.00 per unit claiming RSO exemption
Late Fees	Total Fees & Fines	Total Fees & Fines	Total Fees & Fines
If paid on or before the Due Date	Registration Fee (No late fee)	Registration Fee (No late fee)	Registration Fee (No late fee)
If paid 30 days or less past Due Date	Registration Fee + 10% of Balance		Registration Fee + 10%
If paid 31 to 60 days past Due Date	Registration Fee + 25% of Balance	Registration Fee + 10%	Registration Fee + 25%
If paid after 60 days past the Due Date	Registration Fee + 50% of Balance	Registration Fee + 25%	Registration Fee + 50%
If paid after 90 days past the Due Date		Registration Fee + 50%	
If paid after the Effective Date		Registration Fee + 50%	

	<u>BALDWIN PARK</u>	<u>CULVER CITY</u>	<u>INGLEWOOD</u>
Rental Registration Fee	Total Fees	Total Fees	Total Fees
"Covered" Rental Unit	\$28.00 per unit	\$167.00 per unit	\$206.00 per unit (\$92 per unit Section 8)
Rental Unit Exemption			
Late Fees	Total Fees & Fines	Total Fees & Fines	Total Fees & Fines
If paid on or before the Due Date	Registration Fee (No late fee)	Registration Fee (No late fee)	
If paid 30 days or less past Due Date			
If paid 31 to 60 days past Due Date		Registration Fee + 20%	
If paid after 60 days past the Due Date		Registration Fee + 40%	
If paid after 90 days past the Due Date		Registration Fee + 60%	
If paid after the Effective Date	Registration Fee + 150%		

# **ORDINANCES AND RESOLUTIONS**

## ITEM 1



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **CONSIDERATION OF ORDINANCE 2026-01 AMENDING TITLE 2, CHAPTER 9, TITLED MUNICIPAL ELECTIONS, OF THE HUNTINGTON PARK MUNICIPAL CODE**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Ordinance 2026-01 amending Title 2, Chapter 9 of the Huntington Park Municipal Code.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Senate Bill 415 requires local agencies to consolidate municipal elections with statewide elections if voter turnout in local elections is at least 25 percent below the average turnout in the last four statewide general elections (2008, 2010, 2012, and 2014).

On September 14, 2017, the City of Huntington Park amended its municipal code governing election dates for city council members from March of odd years to March of even years. At the time this was in compliance with state law as the State had moved primary election dates to March through SB 568.

However, in 2020, the State moved primary election dates for gubernatorial elections back to June. While this change affected the broader statewide election framework, the City's municipal code election provisions were not updated to reflect the revised state election schedule.

This ordinance updates the municipal code to align with current state law and the intent of SB 415 by consolidating City Council elections with the November statewide general election. Aligning local elections with statewide general elections is intended to maximize



voter participation, reduce administrative complexity, and ensure ongoing compliance with state election requirements.

**LEGAL REQUIREMENT**

No legal consideration needed.

**FISCAL IMPACT/FINANCING**

No fiscal impact.

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized, flowing script.

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

Ordinance No. 2026-01

## **ORDINANCE NO. 2026-02**

An ordinance of the City Council of the City of Huntington Park amending Title 2, Chapter 9, entitled Municipal Elections, of the Huntington Park Municipal Code.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 9 of Title 2 of the Huntington Park Municipal Code is hereby amended and shall read as follows:

#### **CHAPTER 9 MUNICIPAL ELECTIONS**

##### **§ 2-9.01. Elections.**

Beginning in 2026, the dates of the general municipal elections shall be the dates of the statewide general elections in November of each even-numbered year.

**SECTION 2.** If any action, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

**SECTION 3.** In accordance with Government Code § 36937, this ordinance shall become effective immediately after approval by the City Council.

**SECTION 4.** The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published or posted as prescribed by law.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JANUARY 2026.**

---

Arturo Flores, Mayor

**ATTEST:**

---

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

---

Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON  
PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2026-01 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 13th day of January 2026 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 27th day of January 2026 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_

Dated: \_\_\_\_\_

Eduardo Sarmiento, City Clerk

## ITEM 2



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **CONSIDERATION OF ORDINANCE 2026-02 AMENDING TITLE 6, CHAPTER 1, TITLED ANIMALS, INSECTS, AND FOWL, OF THE HUNTINGTON PARK MUNICIPAL CODE**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Ordinance 2026-02 amending Title 6, Chapter 1 of the Huntington Park Municipal Code.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The County of Los Angeles provides animal control services through its Animal Care and Control department. The City of Huntington Park utilizes the County to provide animal control services to the City. Over the past several years the cost of providing this service has increased drastically. As a result, staff has looked into updating the City's municipal code to better reflect the standards and cost of these services.

The County has developed a very robust ordinance as it relates to animals and given that they are also providing the service to the City, adoption by reference of the regulations under Title 10 of the Los Angeles County Code would bring the City in line with standards across the County. The adoption would also allow the City to remain current with any changes in the law without having to take action on those changes. Moreover, it retains City control should there be any disagreement with amendments to the County Code. The City Council would have ultimate authority over any amendments it seeks to implement to its own municipal code.

### **LEGAL REQUIREMENT**

No legal consideration needed.

**FISCAL IMPACT/FINANCING**

No fiscal impact.

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized, flowing script.

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

Ordinance No. 2026-02

## **ORDINANCE NO. 2026-02**

An ordinance of the City Council of the City of Huntington Park amending Title 6, Chapter 1, titled Animals, Insects and Fowl, of the Huntington Park Municipal Code.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 1 of Title 6 of the Huntington Park Municipal Code is hereby amended and shall read as follows:

#### **CHAPTER 1 ANIMALS, INSECTS, AND FOWL**

##### **Article 1 – Animals and Fowl**

This Article shall be removed in its entirety and replaced by the following:

##### **§ 6-1.101 – County Animal Control Regulations Adopted**

Title 10 of the Los Angeles County Code entitled "Animals," as may be amended from time to time, is hereby adopted by reference. This ordinance shall become the animal control ordinance, governing the licensing, impounding and regulation of animals and animal-related businesses. At least one copy of said Title 10 shall be kept on file in the office of the City Clerk and shall be maintained by said City Clerk for the use and examination by the public. In the event of any conflict or ambiguity between any provisions contained in Title 10 and any amendment thereto, or additions thereto, contained in this chapter, the amendment or addition thereto, contained in this chapter shall control.

##### **§ 6-1.102 – Dog License Surcharge**

The City Council may set by resolution a surcharge for every dog license to cover the City's cost for providing animal care services.

##### **Article 2 – Regulation of Dogs**

This Article shall be removed in its entirety.

##### **Article 3 – Rats and Vermin**

This Article shall be renumbered from Article 3 to Article 2.

##### **Article 4 – Mosquitos**

This Article shall be renumbered from Article 4 to Article 3.



## **Article 5 – Vector Control and Management**

This Article shall be renumbered from Article 5 to Article 4.

**SECTION 2.** If any action, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

**SECTION 3.** This ordinance shall take effect thirty (30) days after its adoption.

**SECTION 4.** The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published or posted as prescribed by law.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JANUARY 2026.**

---

Arturo Flores, Mayor

**ATTEST:**

---

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

---

Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON  
PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2026-03 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 13th day of January 2026 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 27th day of January 2026 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_

Dated: \_\_\_\_\_

Eduardo Sarmiento, City Clerk

## ITEM 3



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **CONSIDERATION OF ORDINANCE 2026-03 AMENDING TITLE 3, CHAPTER 1, ARTICLE 18 TITLED PEDDLERS AND SIDEWALK VENDORS, OF THE HUNTINGTON PARK MUNICIPAL CODE**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Ordinance 2026-03 amending Title 3, Chapter 1, Article 18 of the Huntington Park Municipal Code.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

SB 635 which went into effect January 1, 2026, added Section 114381.3 to the Health and Safety Code. This added section placed additional constraints on the ability of municipal agencies as related to sidewalk vendors. Among the new restrictions are the prohibition of the collection of criminal history of applicants for permits for peddling or sidewalk vending. It also prohibits municipal agencies from requiring applicants to submit to a LiveScan or any sort of fingerprinting. Lastly, it also exempts the disclosure of personally identifiable information of applicants from the California Public Records Act.

As a result of SB 635, the HPMC has been amended to reflect the changes required under the law.

### **LEGAL REQUIREMENT**

No legal consideration needed.

### **FISCAL IMPACT/FINANCING**

No fiscal impact.

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized, flowing script.

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

Ordinance No. 2026-03

## **ORDINANCE NO. 2026-03**

An ordinance of the City Council of the City of Huntington Park amending Title 3, Chapter 1, Article 18 titled Peddlers and Sidewalk Vendors, of the Huntington Park Municipal Code.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Article 18 of Chapter 1 of Title 3 of the Huntington Park Municipal Code is hereby amended and shall read as follows:

#### **ARTICLE 18 PEDDLERS AND SIDEWALK VENDORS**

##### **§ 3-1.1803. Permits: Applications: Forms: Accompanying data and identification.**

Applicants for a permit to engage in the business of a peddler and/or sidewalk vendor shall file with the Director of Finance a sworn application in duplicate on a form to be furnished by the Director of Finance which shall contain or be accompanied by the following:

- (a) A full identification of the applicant and all persons to be directly or indirectly interested in the permit, if granted;
- (b) The residence and business addresses and telephone numbers of the applicant;
- (c) The exact nature of the proposed business;
- (d) If an employee or agent, a full identification of the employer or principal;
- (e) The location or places of transacting business and place of residence for the past two years;
- (f) A photograph of the applicant who will make the actual contacts incidental to the activity of sidewalk vending, peddling or soliciting, which photograph shall have been taken within 60 days immediately prior to the date of the filing of the application, shall be two inches by two inches in size, and shall show the head and shoulders of the applicant in a clear and distinguishing manner;
- (g) In the event the proposed activity involves the sale of any food products or substances for human consumption which can be contaminated by handling, a statement by a reputable physician in the County, dated not more than 10 days prior to the submission of the application, certifying the applicant to be free of contagious infections and communicable diseases;

- (h) A statement as to whether any City or licensing authority has ever refused to issue or to renew or has revoked a license for the conduct of the business for which the permit and license are sought, together with an accurate statement of the reasons therefor;
- (i) A receipt from the Director of Finance showing a payment in the amount of \$10 for the application form to cover the costs of the investigation of the facts to be stated in such application form, except sidewalk vendor applicants shall require a receipt from the Director showing a permit payment in accordance with Section [3-1.1804](#) herein;
- (j) Such other information as the Director of Finance may deem reasonably necessary for the protection of the public safety, morals, and general welfare of the community;
- (k) The name and address of all businesses for which the applicant intends to act as a peddler, together with written consent from all such businesses that the applicant is authorized to act as a peddler for such businesses. Applicants for a sidewalk vendor permit shall not be required to first obtain the consent or approval of any nongovernmental entity or individual before he or she can sell food or merchandise;
- (l) In addition to the requirements of this section, applicants for a sidewalk vendor permit shall provide the Director of Finance with the following:
  - (1) A valid California Department of Tax and Fee Administration seller's permit to the extent required by law.
  - (2) Additional State licensing from State and local agencies to the extent required by law.

**§ 3-1.1805. Permits: Applications: Investigation.**

(a)

The Director of Community Development shall cause the inspection of pushcarts, stands, displays, pedal-driven carts, wagons, showcases, racks or other nonmotorized conveyances operated by sidewalk vendors. The Director of Community Development shall make a determination in compliance with Chapter 11 of Title 4 of this Code.

**SECTION 2.** If any action, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and each and every

individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

**SECTION 3.** This ordinance shall take effect thirty (30) days after its adoption.

**SECTION 4.** The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published or posted as prescribed by law.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JANUARY 2026.**

---

Arturo Flores, Mayor

**ATTEST:**

---

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

---

Andrew Sarega, Acting City Attorney



STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON  
PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2026-02 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 13th day of January 2026 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 27th day of January 2026 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_

Dated: \_\_\_\_\_

Eduardo Sarmiento, City Clerk

# REPORTS AND INFORMATION

## ITEM 1



# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **TRANSPARENT REVIEW OF UNJUST TRANSFERS AND HOLDS (TRUTH) ACT COMMUNITY FORUM**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Pursuant to Government Code section 7283.1, present this item as a Community Form to inform members of the public of access to individuals granted to Immigration and Customs Enforcement agency by the Huntington Park Police Department during calendar year 2024; and
2. Receive and file this report.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

California's Transparent Review of Unjust Transfers and Holds (TRUTH) Act (Government Code sections 7283 and 7283.1), requires that a Community Forum be held each calendar year to inform members of the public of information pertaining to access to individuals granted to Immigration and Customs Enforcement (ICE) agency by the Huntington Park Police Department during the preceding year (2024).

Government Code Section 7282, subdivision (d), defines "ICE access" as follows:

"ICE access" means, for the purposes of civil immigration enforcement, including when an individual is stopped with or without their consent, arrested, detained, or otherwise under the control of the local law enforcement agency, all of the following:

- 1) Responding to an ICE hold, notification, or transfer request.
- 2) Providing notification to ICE in advance of the public that an individual is being or will be released at a certain date and time through data sharing or otherwise.
- 3) Providing ICE non-publicly available information regarding release dates, home addresses, or work addresses, whether through computer databases, jail logs, or otherwise.

# **TRANSPARENT REVIEW OF UNJUST TRANSFERS AND HOLDS (TRUTH) ACT COMMUNITY FORUM**

January 13, 2026

- 4) Allowing ICE to interview an individual.
- 5) Providing ICE information regarding dates and times of probation or parole check-ins.

The Huntington Park Police Department (HPPD) maintains jail policy and operating procedures which align with the mandates of the TRUTH Act and all other legal requirements. HPPD's jail policy Section 414 prohibits transfer of an individual to ICE custody unless the transfer is authorized by a judicial warrant or otherwise in accordance with established law. HPPD does not enforce immigration law and an individual is never arrested or held in custody by HPPD solely on a violation of immigration law. Individuals transferred to ICE custody by HPPD are initially arrested on a local or state charge and only transferred to ICE custody after a judicial warrant is presented by ICE or the transfer complies with other legal qualifying criteria.

## **REPORTING DATA**

In accordance with legal criteria, in calendar year 2024 HPPD transferred zero individuals to the custody of ICE.

## **FISCAL IMPACT/FINANCING**

N/A

## **CONCLUSION**

Receive and file.

Respectfully submitted,



RICARDO REYES  
City Manager



COSME LOZANO  
Chief of Police

## **ATTACHMENT(S)**

None



# **Huntington Park Police Department Community Forum**

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## **TRUTH ACT 2024 REPORT**



**Cosme Lozano, Chief of Police**

# Background

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California's Transparent Review of Unjust Transfers and Holds (TRUTH) Act (Government Code sections 7283 and 7283.1) requires that a Community Forum be held each year, to provide the public with information about what access to individuals were provided to Immigration and Customs Enforcement (ICE) by the Huntington Park Police Department during the preceding year.



# Huntington Park Police Department

## Policy Section 414

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1. “It is the policy of the Huntington Park Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public...”
2. Officers shall not inquire into an individual’s immigration status for immigration enforcement purposes (Government Code § 7284.6).
3. “No individual should be held based solely on a federal immigration detainer...” (Government Code § 7284.6).





# Jail Protocols

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The Huntington Park Police Department will not transfer an individual to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or based upon a qualifying conviction as per State law.



# DETAINDER REQUESTS

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- Total Requests Received: 62
- Total Transfers Made: 0
- Total Transported to Court: 1



# INTERVIEW REQUESTS

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## REQUESTS FOR ICE INTERVIEWS (*Cal Gov Code Section 7283.1(a)*)

- Total Requests Received: 0
- Total Requests Granted: 0



# NOTIFICATION REQUESTS

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- Total Requests Received: 77
- Total Requests Granted: 0



## ITEM 2



# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **CONSIDERATION AND APPROVAL TO REJECT THE SOLE PROPOSAL FOR POLICE TOWING SERVICES AND AUTHORIZE THE READVERTISEMENT OF THE REQUEST FOR PROPOSAL (RFP)**

### **IT IS RECOMMENDED THE CITY COUNCIL:**

1. Reject the sole proposal received in response to the RFP for Police Towing Services; and
2. Authorize staff to readvertise the RFP through the PlanetBids platform to attract additional qualified vendors and promote competitive bidding.

### **BACKGROUND**

On November 3, 2025, the City issued a Request For Proposal (RFP) for Police Towing Services to obtain qualified towing providers to support police department operations, including vehicle towing, storage, evidence holds, and related services.

The RFP was publicly advertised in accordance with City procurement requirements and made available to interested vendors. At the conclusion of the solicitation period, one responsive proposal was received by the deadline. An additional proposal was submitted *after* the deadline and was therefore deemed non-responsive and disqualified from consideration.

### **DISCUSSION**

Staff conducted a review of the sole proposal submitted in response to the RFP. While the proposer met the minimum requirements, the receipt of only one proposal limits the City's ability to evaluate competitiveness, pricing reasonableness, service capacity, and overall value to the City and police department.

# **CONSIDERATION AND APPROVAL TO REJECT THE SOLE PROPOSAL FOR POLICE TOWING SERVICES AND AUTHORIZE THE READVERTISEMENT OF THE REQUEST FOR PROPOSALS (RFP)**

January 13, 2026  
Page 2 of 2

Best (procurement) practices encourage competition to ensure transparency, cost effectiveness, and best quality service delivery. When only a single proposal is received, the City may determine that rejecting the proposal and readvertising is in the best interest of the City to allow for broader participation and a more competitive evaluation process.

City procurement policies expressly allow for the rejection of any and all proposals when it is determined that doing so serves the City's operational and fiscal interests. Readvertising the RFP through the PlanetBids platform will expand outreach, increase visibility among qualified towing providers, and improve the likelihood of receiving multiple proposals for meaningful comparison.

## **FISCAL IMPACT/FINANCING**

There is no immediate fiscal impact associated with rejecting the sole proposal and readvertising the RFP. Fiscal impacts related to police towing services will be evaluated upon completion of the revised procurement process.

## **CONCLUSION**

Upon approval by the City Council, staff will proceed with actions as directed.

Respectfully submitted,



RICARDO REYES  
City Manager



COSME LOZANO  
Chief of Police

## **ATTACHMENT(S)**

A. Mr. C's Towing RFP

## ITEM 3





# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

**CONSIDERATION AND APPROVAL TO ACCEPT REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$140,000 FROM THE STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT YEAR 2023, AND TO APPROVE THE SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK, INCLUDING AUTHORIZATION TO UTILIZE THESE FUNDS FOR THE PURCHASE OF A SPECIALIZED EMERGENCY MANAGEMENT VEHICLE AND PORTABLE ANTI-VEHICLE BARRIERS**

**IT IS RECOMMENDED THE CITY COUNCIL:**

1. Accept the reimbursable grant funding in the amount of \$140,000.00; and
2. Approve a budget appropriation in the amount of \$140,000.00 for the purchase of a specialized emergency management vehicle and portable anti-vehicle barriers for the police department; and
3. Authorize the City Manager to be designated as the Grantee Official for the purpose of executing grant objectives, grant agreement, and documentation; and
4. Authorize the Chief of Police to purchase the equipment.

**BACKGROUND**

Each year, the U.S. Department of Homeland Security, through its Office of Grants and Training, provides funding under the State Homeland Security Program to the California Governor's Office of Emergency Services. The California Governor's Office of Emergency Services administers these funds and allocates them to the County of Los Angeles as a subrecipient, which then distributes awarded funds to eligible local jurisdictions throughout the County.

**CONSIDERATION AND APPROVAL TO ACCEPT REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$140,000 FROM THE STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT YEAR 2023, AND TO APPROVE THE SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK, INCLUDING AUTHORIZATION TO UTILIZE THESE FUNDS FOR THE PURCHASE OF A SPECIALIZED EMERGENCY MANAGEMENT VEHICLE AND PORTABLE ANTI-VEHICLE BARRIERS**

January 13, 2026  
Page 2 of 4

The Police Department applied for funding under this program and was awarded a total of \$140,000.00. Of this amount, \$100,000.00 is allocated for the purchase of an unmarked, fully equipped specialized surveillance and emergency management operations vehicle, including required police emergency equipment, and \$40,000.00 is designated for the purchase of portable anti vehicle barriers.

These grant funds are intended to address specialized equipment, training, and planning needs that enhance the City's ability, through the Police Department, to prevent, protect against, respond to, and recover from threats or acts of terrorism and other hostile criminal activity. The funds are required to supplement existing resources, and the use of these funds to supplant existing funding is prohibited.

The performance period for this grant award expires on February 28, 2026.

**RECOMMENDATION:**

Staff recommends that the City Council approve the purchase of a new Tesla Model Y and Meridian anti-vehicle barriers using State Homeland Security Program grant funds.

The Tesla Model Y all-wheel drive SUV has been the bestselling vehicle worldwide for three consecutive years, reflecting proven reliability, strong performance, and broad market adoption. Its all-wheel drive capability, rapid acceleration, and advanced safety systems make it well suited for use as an unmarked, fully equipped specialized surveillance vehicle.

Additionally, the vehicle's electric platform offers reduced fuel and maintenance costs, fewer mechanical components, and enhanced overall reliability when compared to traditional internal combustion vehicles. Tesla also maintains the largest and most established electric vehicle charging infrastructure, ensuring operational flexibility, reduced downtime, and long-term sustainability. Furthermore, the use of a Tesla vehicle supports California's clean energy and emissions reduction goals while advancing the City's commitment to environmental stewardship, fleet modernization, and long-term operational efficiency.

Staff also recommends the purchase of Meridian anti-vehicle barriers to enhance the City's ability to protect soft targets and crowded places. These portable barriers are designed for rapid deployment and provide an effective means of preventing vehicle ramming attacks and unauthorized vehicle access during special events, emergencies, and critical incidents. The barriers support the Police Department's ongoing efforts to

**CONSIDERATION AND APPROVAL TO ACCEPT REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$140,000 FROM THE STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT YEAR 2023, AND TO APPROVE THE SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK, INCLUDING AUTHORIZATION TO UTILIZE THESE FUNDS FOR THE PURCHASE OF A SPECIALIZED EMERGENCY MANAGEMENT VEHICLE AND PORTABLE ANTI-VEHICLE BARRIERS**

January 13, 2026  
Page 3 of 4

strengthen public safety, improve facility security, and enhance preparedness for potential threats.

Approval of these purchases is consistent with the objectives of the State Homeland Security Program and directly supports the grant's investment justification by improving equipment associated with facility security, enhancing protection of soft targets and crowded places, and strengthening the City's overall prevention and protection capabilities.

**PROCUREMENT PROCESS**

Tesla and Meridian Rapid Defense Group are both considered sole source vendors for the equipment being proposed. Tesla vehicles and proprietary systems are manufactured and sold directly by Tesla, and Meridian Rapid Defense Group is the exclusive manufacturer of the specific anti vehicle barrier systems recommended by staff.

Huntington Park Municipal Code 2-5.14 / Sole Source Vendors provides the following purchasing guidance; *"Formal bidding requirements shall be waived in areas where only a single vendor can reasonably provide the service, product or project being purchased. The Purchasing Agent will establish requirements and procedures for sole source purchases."*

Additional costs outlined below are associated with the installation of associated technology and emergency response equipment for the surveillance vehicle.

**FISCAL IMPACT/FINANCING**

This project is funded through SHSP grant funds, with a total cost of \$140,000. This amount covers the purchase of the vehicle, emergency equipment, delivery and setup, as well as the cost to purchase the anti-vehicle

The County of Los Angeles reimburses expenditures as they are incurred by the City, provided that the appropriate documentation is submitted and approved in accordance with the Agreement's guidelines.

<b>SPECIALIZED EMERGENCY MANAGEMENT VEHICLE</b>	<b>Base cost</b>
Vehicle – Tesla Model Y	\$74,000 (Estimated)

**CONSIDERATION AND APPROVAL TO ACCEPT REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$140,000 FROM THE STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT YEAR 2023, AND TO APPROVE THE SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK, INCLUDING AUTHORIZATION TO UTILIZE THESE FUNDS FOR THE PURCHASE OF A SPECIALIZED EMERGENCY MANAGEMENT VEHICLE AND PORTABLE ANTI-VEHICLE BARRIERS**

January 13, 2026  
Page 4 of 4

Emergency Equipment	\$26,000 (Estimated)
<b>Total: \$100,000</b>	

<b>PORTABLE ANTI-VEHICLE BARRIERS</b>	<b>Base cost</b>
Meridian Anti-Vehicle Barriers	\$40,000 (Estimated)
<b>Total: \$40,000</b>	

**LEGAL AND PROGRAM REQUIREMENTS**

Reference the Agreement included in this report for legal and program requirements associated with accepting these grant funds.

**CONCLUSION**

Upon approval by the City Council, staff will proceed with recommended actions.

Respectfully submitted,



RICARDO REYES  
City Manager

  
COSME LOZANO  
Chief of Police

**ATTACHMENT(S)**

- A. SHSP Subrecipient Agreement – Grant Year 2023
- B. Performance Bond Waiver Approval

***State Homeland Security Program  
Subrecipient Agreement  
Grant Year 2023***

***Between the***

***County of Los Angeles***

***and the***

***City of Huntington Park***

**SUBRECIPIENT AGREEMENT  
BETWEEN THE  
COUNTY OF LOS ANGELES  
AND  
THE CITY OF HUNTINGTON PARK**

THIS AGREEMENT ("Agreement") is made and entered into by and between the County of Los Angeles, a political subdivision of the State of California (the "County of Los Angeles"), and the City of Huntington Park, a public agency (the "Subrecipient").

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

WHEREAS, the U.S. Department of Homeland Security Title 2 Code of Federal Regulations (CFR) through the Office of Grants and Training (G&T), has provided financial assistance for the State Homeland Security Program (SHSP), Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number) 97.067 - Homeland Security Grant Program directly to the California Governor's Office of Emergency Services (Cal OES) for the 2023 SHSP, Federal Award Identification No. 037-00000, Federal Award dated October 18, 2023 with a performance period of September 1, 2023 to May 31, 2026. This Federal Award is not a R&D award; and

WHEREAS, the Cal OES provides said funds to the County of Los Angeles, Unique Entity ID (UEI) #MKQ9AQH7R2S5, as its Subgrantee, and the Chief Executive Office (CEO) is responsible for managing and overseeing the SHSP funds that are distributed to other specified jurisdictions within Los Angeles County; and

WHEREAS, this financial assistance is being provided to the Subrecipient in order to address the unique equipment, training, organization, exercise and planning needs of the Subrecipient, and to assist the Subrecipient in building effective prevention and protection capabilities to prevent, respond to, and recover from threats or acts of terrorism; and

WHEREAS, the County of Los Angeles as Subgrantee has obtained approval of the 2023 SHSP grant from Cal OES in the total amount of \$9,481,457; and

WHEREAS, the CEO now wishes to distribute 2023 SHSP grant funds to the Subrecipient in the amount of \$140,000, as further detailed in this Agreement; and

WHEREAS, the CEO is authorized to enter into subrecipient agreements with cities providing for re-allocation and use of these funds; and to execute all future amendments, modifications, extensions, and augmentations relative to the subrecipient agreements, as necessary; and

WHEREAS, the County of Los Angeles and Subrecipient are desirous of executing this Agreement, and the County of Los Angeles Board of Supervisors on September 10, 2024 authorized the CEO to prepare and execute this Agreement.

NOW, THEREFORE, the County of Los Angeles and Subrecipient agree as follows:

## SECTION I

### INTRODUCTION

#### §101. Parties to this Agreement

The parties to this Agreement are:

- A. County of Los Angeles, a political subdivision of the State of California, having its principal office at Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012; and
- B. City of Huntington Park, a public agency, having its principal office at 6550 Miles Avenue Huntington Park, CA 90255.

#### §102. Representatives of the Parties and Service of Notices

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

- 1. The representative of the County of Los Angeles is, unless otherwise stated in this Agreement:

Craig Hirakawa  
County of Los Angeles - Chief Executive Office  
500 West Temple Street, Room 796  
Los Angeles, CA 90012  
Phone: (213) 974-1127  
CHirakawa@ceo.lacounty.gov

Kasey Dizon  
County of Los Angeles - Chief Executive Office  
500 West Temple Street, Room 796  
Los Angeles, CA 90012  
Phone: (213) 974-1764  
KDizon@ceo.lacounty.gov

2. The representative of Subrecipient is:

Name and Title:	Ricardo Reyes, City Manager
Organizational UEI #:	NPKFKTS9QQD6
Address:	6550 Miles Avenue
City/State/Zip:	Huntington Park, CA 90255
Phone:	323-584-6222
Email:	rreyes@hpcg.gov

With a copy to:

Name and Title:	Cosme Lozano, Chief of Police
Organization:	Huntington Park Police Dept.
Address:	6542 Miles Avenue
City/State/Zip:	Huntington Park, CA 90255
Phone:	323-826-6629
Email:	clozano@hppolice.org

- B. Formal notices, demands and communications to be given hereunder by either party must be made in writing and may be effected by personal delivery, regular U.S. Postal mail service and/or e-mail. In the event of personal delivery or email, the message will be deemed communicated upon receipt by the County of Los Angeles. In the event of mail service, the message will be deemed communicated as of the date of mailing.
- C. If the name and/or title of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice must be given, in accord with this section, within five (5) business days of said change.

§103. Independent Party

Subrecipient is acting hereunder as an independent party, and not as an agent or employee of the County of Los Angeles. An employee of Subrecipient is not, and



will not be deemed, an employee of the County of Los Angeles by virtue of this Agreement, and Subrecipient must so inform each employee organization and each employee who is hired or retained under this Agreement. Subrecipient must 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 County of Los Angeles by virtue of this Agreement.

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

Subrecipient must provide the following signed documents to the County of Los Angeles, unless otherwise exempted:

- A. Certification and Disclosure Regarding Lobbying, attached hereto as Exhibit A and made a part hereof, in accordance with §411.A.14 of this Agreement. Subrecipient must also file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially affects the accuracy of the information contained in any Disclosure Form previously filed by Subrecipient.
- B. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, attached hereto as Exhibit B and made a part hereof, as required by Executive Order 12549 in accordance with §411.A.12 of this Agreement.
- C. Certification Regarding Drug-Free Workplace, attached hereto as Exhibit C and made a part hereof, in accordance with §411.A.13 of this Agreement.
- D. Certification of Grant Assurances, attached hereto as Exhibit D and made a part hereof, in accordance with §411.C of this Agreement.

## SECTION II

### TERM AND SERVICES TO BE PROVIDED

#### §201. Performance Period

The performance period of this Agreement is from September 1, 2023 to February 28, 2026, unless the County of Los Angeles, with Cal OES approval, provides written notification to the Subrecipient that the performance period has been extended, in which case the performance period will be so extended by such written notification, as provided in §503, below.

## §202. Use of Grant Funds

- A. Subrecipient and the County of Los Angeles have previously completed a mutually approved budget/expenditure plan, hereinafter "Budget," for the 2023 SHSP, which has been approved by Cal OES. This information is contained in a copy of the Final Grant Award Letter and Project Worksheet, attached hereto as Exhibit E.

Any request by Subrecipient to modify the Budget must be made in writing with the appropriate justification and submitted to CEO for approval. If during the County of Los Angeles review process, additional information or documentation is required, the Subrecipient will have ten (10) business days to comply with the request. If the Subrecipient does not comply with the request, CEO will issue written notification indicating that the requested modification will not be processed. Modifications must be approved in writing by the County of Los Angeles and Cal OES during the term of this Agreement. Upon approval, all other terms of this Agreement will remain in effect.

Subrecipient must utilize grant funds in accordance with all Federal regulations and State Guidelines.

- B. Subrecipient agrees that grant funds awarded will be used to supplement existing funds for program activities, and will not supplant (replace) non-Federal funds.
- C. Subrecipient must review the Federal Debarment Listing at <https://www.sam.gov/search/> prior to the purchase of equipment or services to ensure the intended vendor is not listed and also maintain documentation that the list was verified.
- D. Prior to the purchase of equipment or services utilizing a sole source contract or the receipt of single bid response of \$250,000.00 or more, justification must be presented to CEO, who upon review will request approval from Cal OES. Such approval in writing must be obtained prior to the commitment of funds.
- E. Subrecipient must provide any certifications or reports requested by the County of Los Angeles to the CEO indicating Subrecipient's performance under this Agreement, including progress on meeting program goals. Reports must be in the form requested by the County of Los Angeles, and must be provided by the fifteenth (15th) of the following month. Subrecipient is required to complete any survey requests requested by the County of Los Angeles. Subrecipient must also submit completed Project Claims for reimbursement immediately or a minimum on a quarterly basis, and no later than the date stated in §201, above.
- F. Subrecipient must provide an electronic copy of their Annual Single Audit Report, as required by Title 2 Code of Federal Regulations (C.F.R) Part 200, to the County of Los Angeles within 30 calendar days after receipt of the auditor's

report(s). In the event the Subrecipient does not meet the Single Audit Threshold expenditure amount in a fiscal year, the Subrecipient must provide the County of Los Angeles a copy of a letter sent to State Controller's Office noting the Single Audit Threshold was not met, and its exempt status within nine months after the end of the Subrecipient's fiscal year, unless otherwise approved by the County of Los Angeles.

- G. Subrecipient may be monitored by the County of Los Angeles on an annual basis to ensure compliance with Cal OES grant program requirements. The County of Los Angeles anticipates that said monitoring may include, at a minimum, one on-site visit during the term of this Agreement. Monitoring will utilize a Review Instrument (sample attached hereto as Exhibit H, and subject to periodic revisions) to evaluate compliance.
- H. Subrecipient must provide Corrective Action Plan(s) to CEO within thirty (30) days of any audit finding.
- I. Subrecipient use of the Los Angeles Regional Interoperable Communication System's Motorola Solutions, Incorporated Land Mobile Radio System Contract to purchase equipment is unallowable unless the Subrecipient can clearly demonstrate to CEO it meets one of the four federal exceptions to necessitate a noncompetitive procurement before issuance of any contract, amendment, or purchase order.
- J. Subrecipient shall not use grant funds to purchase, extend, or renew any Telecommunications and Video Surveillance services and equipment as substantial or essential component of any system, or as critical technology as part of any system which the Secretary of Defense, in consultation with Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an owned, controlled by, or connected to the People's Republic of China such as and not limited to Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); or Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- K. Any equipment acquired pursuant to this Agreement must be authorized in the G&T Authorized Equipment List (AEL) available online at <https://www.fema.gov/authorized-equipment-list> and the Funding Guidelines of the 2023 SHSP Notice of Funding Opportunity, incorporated by reference, and attached hereto as Exhibit F. Subrecipient must provide the CEO a copy of its most current procurement guidelines and follow its own procurement requirements as long as they meet or exceed the minimum Federal requirements and any added Cal OES requirements. Federal procurement requirements for the 2023 SHSP can be found at Title 2 CFR Part 200.313.

Any equipment acquired or obtained with Grant Funds:

1. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
  2. Will be consistent with needs as identified in the State Homeland Security Strategy and will be deployed in conformance with that plan;
  3. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
- L. Equipment acquired pursuant to this Agreement will be subject to the requirements of Title 2 CFR Part 200.313. For the purposes of this subsection, "Equipment" is defined as tangible nonexpendable property, having a useful life of more than one year which costs \$5,000.00 or more per unit. Items costing less than \$5,000.00, but acquired under the "Equipment" category of the Grant must also be listed on any required Equipment Listing.
1. Equipment must be used by Subrecipient in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the Equipment may be used in other activities currently or previously supported by a Federal agency.
  2. Subrecipient must make Equipment available for use on other like projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the awarding agency.
  3. An Equipment Listing must be maintained listing each item of Equipment acquired with SHSP funds. The Equipment Listing must be kept up to date at all times. Any changes must be recorded in the Listing within ten (10) business days and the updated Listing is to be forwarded to the County of Los Angeles Auditor-Controller (A-C) Shared Services Division. The Equipment Property Records must be maintained that include: (a) a description of the property, (b) a serial number or other identification number, (c) the source of property, (d) who holds title, (e) the acquisition date, (f) and cost of the property, (g) percentage of Federal participation in the cost of the property, (h) the location, (i) use and condition of the

property, (j) and any ultimate disposition data including the date of disposal and sale price of the property. Records must be retained by the subrecipient pursuant to Title 2, Part 200.313 (d) (1) of the CFR.

4. All Equipment obtained under this Agreement must have an appropriate identification decal affixed to it, and, when practical, must be affixed where it is readily visible.
  5. A physical inventory of the Equipment must be taken by the Subrecipient and the results reconciled with the Equipment Listing at least once every two years or prior to any site visit by State or Federal auditors or County of Los Angeles monitors. The Subrecipient is required to have on file a letter certifying as to the accuracy of the Equipment Listing in the frequency as above, and provide to the CEO when requested.
- M. Any Planning paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F or subsequent grant year programs.
- N. Any Organization activities paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F.
- O. Any Training paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F, and must be first submitted to CEO and then pre-authorized by Cal OES. A catalog of federally approved and sponsored training courses is available at <https://www.firstrespondertraining.gov/frts/>.
- P. Any Exercise paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F. Detailed Homeland Security Exercise and Evaluation Program Guidance is available at <https://www.fema.gov/hseep>.
- Q. Any Personnel activities paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F.
- R. Subrecipient must provide to CEO a spending plan detailing the required steps and timeframes required to complete the approved projects within the grant timeframe. Subrecipient must submit the spending plan to CEO prior to final execution of this Agreement.
- S. Pursuant to this Agreement, indirect costs are not reimbursable.

## SECTION III

### PAYMENT

#### §301. Payment of Grant Funds and Method of Payment

- A. The County of Los Angeles will reimburse Subrecipient up to the maximum grant amount of \$140,000 as expenditures are incurred and paid by Subrecipient and all documentation is reviewed and approved by County of Los Angeles. All expenditures must be for the purchase of equipment, exercises, training, organization, and planning as described in Section II of this Agreement. The grant amount represents the amount allocated to Subrecipient in the 2023 SHSP Grant Award Letter from Cal OES.
- B. Subrecipient must submit reimbursement requests to the County of Los Angeles A-C Shared Services Division requesting payment as soon as a Project is completed and expenses are incurred and paid with the required supporting documentation; submission can be sent immediately or at a minimum on a quarterly basis, and no later than the date stated in §201, above. Each reimbursement request must be accompanied by the Reimbursement Form (sample attached hereto as Exhibit G, and subject to periodic revisions). All appropriate back-up documentation must be attached to the reimbursement form, including the method of procurement, bid documentation, purchase orders, invoices, report of goods received, and proof of payment.

For Training reimbursements, Subrecipient must include a copy of the class roster verifying training attendees, proof that prior approval was obtained from Cal OES and that a Cal OES Feedback number has been assigned to the course, and timesheets and payroll registers for all training attendees.

For Exercise reimbursements, Subrecipient must enter the After Action Report (AAR) and Improvement Plan on the State Office of Domestic Preparedness secure portal within sixty (60) days following completion of the exercise and submit proof of prior State approval of the AAR with the reimbursement request.

For Planning reimbursements, Subrecipient must include a copy of the final tangible product.

- C. The County of Los Angeles may, at its discretion, reallocate unexpended grant funds to another subrecipient. Said reallocation may occur upon approval by the County of Los Angeles of a Subrecipient reimbursement submission, inquiry from the County of Los Angeles to the Subrecipient regarding fund utilization, or by written notification from the Subrecipient to the County of Los Angeles that a portion of the grant funds identified in

§301.A., above, will not be utilized. As provided in §503, below, any increase or decrease in the grant amount specified in §301.A., above, may be effectuated by a written notification by the County of Los Angeles to the Subrecipient.

- D. Payment of reimbursement request will be withheld by the County of Los Angeles until the County of Los Angeles has determined that Subrecipient has turned in all supporting documentation and completed the requirements of this Agreement.
- E. It is understood that the County of Los Angeles makes no commitment to fund this Agreement beyond the terms set forth herein.
- F. Funding for all periods of this Agreement is subject to continuing Federal appropriation of grant funds for this program. In the event of a loss or reduction of Federal appropriation of grant funds for this program, the Agreement may be terminated, or appropriately amended, immediately upon notice to Subrecipient of such loss or reduction of Federal grant funds.

County of Los Angeles will make a good-faith effort to notify Subrecipient, in writing, of such non-appropriation at the earliest time.

## SECTION IV

### STANDARD PROVISIONS

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

All titles or subtitles appearing herein have been inserted for convenience and do not, and will not be deemed to, affect the meaning or construction of any of the terms or provisions hereof. The language of this Agreement will be construed according to its fair meaning and not strictly for or against either party.

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

Each party's performance hereunder must comply with all applicable laws of the United States of America, the State of California, and the County of Los Angeles. This Agreement will be enforced and interpreted, as applicable, under the laws of the United States of America, the State of California and the County of Los Angeles.

If any part, term or provision of this Agreement is held void, illegal, unenforceable, or in conflict with any law of a Federal, State or Local Government having jurisdiction over this Agreement, the validity of the remainder of the Agreement will not be affected thereby.

Applicable Federal or State requirements that are more restrictive will be followed.

§403. Integrated Agreement

This Agreement sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous agreements or understandings, whether written or oral, relating thereto. This Agreement may be amended only as provided for herein.

§404. Breach

If any party fails to perform, in whole or in part, any promise, covenant, or agreement set forth herein, or should any representation made by it be untrue, any aggrieved party may avail itself of all rights and remedies, at law or equity, in the courts of law. Said rights and remedies are cumulative of those provided for herein except that in all events, no party may recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

§405. Prohibition Against Assignment or Delegation

Subrecipient may not do any of the following, unless it has first obtained the written permission of the County of Los Angeles:

- A. Assign or otherwise alienate any of its rights hereunder, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties hereunder.

§406. Permits

Subrecipient and its officers, agents and employees must obtain and maintain all permits and licenses necessary for Subrecipient's performance hereunder and must pay any fees required therefor. Subrecipient further certifies that it will immediately notify the County of Los Angeles of any suspension, termination, lapse, non-renewal or restriction of licenses, certificates, or other documents.

§407. Nondiscrimination and Affirmative Action

Subrecipient must comply with the applicable nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the County of Los Angeles. In performing this Agreement, Subrecipient must not discriminate in its employment practices against any employee or applicant for employment because of such person's race, religion,



national origin, ancestry, sex, sexual orientation, age, physical handicap, mental disability, marital status, domestic partner status or medical condition.

Subrecipient must comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

If required, Subrecipient must submit an Equal Employment Opportunity Plan to the Department of Justice Office of Civil Rights in accordance with guidelines listed at <https://www.justice.gov/crt>.

Any subcontract entered into by the Subrecipient relating to this Agreement, to the extent allowed hereunder, will be subject to the provisions of this §407 of this Agreement.

#### §408. Indemnification

Each of the parties to this Agreement is a public entity. This indemnity provision is written in contemplation of the provisions of Section 895.2 of the Government Code of the State of California, which impose certain tort liability jointly upon public entities, solely by reason of such entities being parties to an agreement, and the parties agree that this indemnity provision will apply and will be enforceable regardless of whether Section 895 et seq. is deemed to apply to this Agreement. The parties hereto, as between themselves, consistent with the authorization contained in Government Code Sections 895.4 and 895.6 agree to each assume the full liability imposed upon it or upon any of its officers, agents, or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Government Code Section 895.2.

To achieve the above-stated purpose, each party agrees to indemnify and hold harmless the other party for any liability arising out of its own negligent acts or omissions in the performance of this Agreement (i.e., the Subrecipient agrees to indemnify and hold harmless the County of Los Angeles for liability arising out of the Subrecipient's negligent or wrongful acts or omissions and the County of Los Angeles agrees to indemnify and hold harmless the Subrecipient for liability arising out of the County of Los Angeles' negligent or wrongful acts or omissions). Each party further agrees to indemnify and hold harmless the other party for liability that is imposed on the other party solely by virtue of Government Code Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereof as if fully set forth herein. Subrecipient certifies that it has adequate self-insured retention of funds to meet any obligation arising from this Agreement.

§409. Conflict of Interest

- A. The Subrecipient covenants that none of its directors, officers, employees, or agents may participate in selecting, or administering, any subcontract supported (in whole or in part) by Federal funds where such person is a director, officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or where such person knows or should have known that:
1. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract;
  2. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or
  3. The participation of such person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.
- B. Definitions:
1. The term "immediate family" means domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father in law, mother in law, brother in law, sister in law, son in law, daughter in law.
  2. The term "financial or other interest" means:
    - a. Any direct or indirect financial interest in the specific contract, including but not limited to, a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.
    - b. Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.
- C. The Subrecipient further covenants that no officer, director, employee, or agent may solicit or accept gratuities, favors, or anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub agreement, (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).

- D. The Subrecipient may not subcontract with a former director, officer, or employee within a one-year period following the termination of the relationship between said person and the Subrecipient.
- E. Prior to obtaining the County of Los Angeles' approval of any subcontract, the Subrecipient must disclose to the County of Los Angeles any relationship, financial or otherwise, direct or indirect, of the Subrecipient or any of its officers, directors or employees or their immediate family with the proposed subcontractor and its officers, directors or employees.
- F. For further clarification of the meaning of any of the terms used herein, the parties agree that references are made to the guidelines, rules, and laws of the County of Los Angeles, State of California, and Federal regulations regarding conflict of interest.
- G. The Subrecipient warrants that it has not paid or given and will not pay or give to any third person any money or other consideration for obtaining this Agreement.
- H. The Subrecipient covenants that no member, officer or employee of Subrecipient may have interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work to be performed in connection with this project during his/her tenure as such employee, member or officer or for one year thereafter.
- I. The Subrecipient must incorporate the foregoing subsections of this Section into every agreement that it enters into in connection with this grant and must substitute the term "subcontractor" for the term "Subrecipient" and "sub subcontractor" for "Subcontractor".

#### §410. Restriction on Disclosures

Any reports, analyses, studies, drawings, information, or data generated as a result of this Agreement are to be governed by the California Public Records Act (California Government Code Sec. 6250 et seq.).

#### §411. Statutes and Regulations Applicable To All Grant Contracts

- A. Subrecipient must comply with all applicable requirements of State, Federal, and County of Los Angeles laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this Agreement. Subrecipient must comply with applicable State and Federal laws and regulations pertaining to labor, wages, hours, and other conditions of employment. Subrecipient must comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement.

These requirements include, but are not limited to:

1. CFR

Subrecipient must comply with Title 2 CFR Part 200.

2. Single Audit Act

Since Federal funds are used in the performance of this Agreement, Subrecipient must, as applicable, adhere to the rules and regulations of the Single Audit Act (31 USC Sec. 7501 et seq.), 2 CFR Part 200 and any administrative regulation or field memos implementing the Act.

3. Americans with Disabilities Act

Subrecipient hereby certifies that, as applicable, it will comply with the Americans with Disabilities Act 42, USC §§12101 et seq., and its implementing regulations. Subrecipient will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. Subrecipient will not discriminate against persons with disabilities nor against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by Subrecipient, relating to this Agreement, to the extent allowed hereunder, will be subject to the provisions of this paragraph.

4. Political and Sectarian Activity Prohibited

None of the funds, materials, property or services provided directly or indirectly under this Agreement may be used for any partisan political activity, or to further the election or defeat of any candidate for public office. Neither may any funds provided under this Agreement be used for any purpose designed to support or defeat any pending legislation or administrative regulation. None of the funds provided pursuant to this Agreement may be used for any sectarian purpose or to support or benefit any sectarian activity.

Subrecipient must file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially affects the accuracy of any of the information contained in any Disclosure Form previously filed by Subrecipient. Subrecipient must require that the language of this Certification be included in the award documents for all sub-awards at all tiers and that all subcontractors certify and disclose accordingly.

5. Records Inspection

At any time during normal business hours and as often as either the County of Los Angeles, the U.S. Comptroller General or the Auditor General of the State of California may deem necessary, Subrecipient must make available for examination all of its records with respect to all matters covered by this Agreement. The County of Los Angeles, the U.S. Comptroller General and the Auditor General of the State of California have the authority to audit, examine and make excerpts or transcripts from records, including all Subrecipient's method of procurement, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

Subrecipient agrees to provide any reports requested by the County of Los Angeles regarding performance of this Agreement.

6. Records Maintenance

Records, in their original form, must be maintained in accordance with requirements prescribed by the County of Los Angeles with respect to all matters specified in this Agreement. Original forms are to be maintained on file for all documents specified in this Agreement. Such records must be retained for a period five (5) years after termination of this Agreement and after final disposition of all pending matters. "Pending matters" include, but are not limited to, an audit, litigation or other actions involving records. The County of Los Angeles may, at its discretion, take possession of, retain and audit said records. Records, in their original form pertaining to matters covered by this Agreement, must at all times be retained within the County of Los Angeles unless authorization to remove them is granted in writing by the County of Los Angeles.

7. Subcontracts and Procurement

Subrecipient must, as applicable, comply with the Federal, State and County of Los Angeles standards in the award of any subcontracts. For purposes of this Agreement, subcontracts include but are not limited to purchase agreements, rental or lease agreements, third party agreements, consultant service contracts and construction subcontracts.

Subrecipient must, as applicable, ensure that the terms of this Agreement with the County of Los Angeles are incorporated into all Subcontractor agreements. The Subrecipient must submit all Subcontractor agreements to the County of Los Angeles for review prior to the release of any funds to the Subcontractor. The Subrecipient must withhold funds to any Subcontractor agency that fails to comply with the terms and conditions of this Agreement and their respective Subcontractor agreement.

## 8. Labor

Subrecipient must, as applicable, comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed requirements for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System Personnel Administration (5 CFR 900, Subpart F).

Subrecipient must, as applicable, comply with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7); the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874); the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements; and the Hatch Act (5 USC §§1501-1508 and 7324-7328).

Subrecipient must, as applicable, comply with the Federal Fair Labor Standards Act (29 U.S.C. §201) regarding wages and hours of employment.

None of the funds may be used to promote or deter union/labor organizing activities. CA Gov't Code Sec. 16645 et seq.

## 9. Civil Rights

Subrecipient must, as applicable, comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of disabilities; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; (j) the requirements of any other nondiscrimination statute(s) that may apply to the application; and (k) P.L. 93-348 regarding the protection of human

subjects involved in research, development, and related activities supported by this award of assistance.

#### 10. Environmental

Subrecipient must, as applicable, comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

Subrecipient must, as applicable, comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93- 523); (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205); and (i) Flood Disaster Protection Act of 1973 §102(a) (P.L. 93-234).

Subrecipient must, as applicable, comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Subrecipient must, as applicable, comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

Subrecipient must, as applicable, comply with the Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.), which restores and maintains the chemical, physical and biological integrity of the Nation's waters.

Subrecipient must, as applicable, ensure that the facilities under its ownership, lease or supervision that are utilized in the accomplishment of this project are not listed in the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal Granter agency of the receipt of any communication from the Director of the EPA Office of Federal

Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

By signing this Agreement, Subrecipient warrants and represents that it will, as applicable, comply with the California Environmental Quality Act (CEQA), Public Resources Code §21000 et seq.

Subrecipient must, as applicable, comply with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).

Subrecipient must, as applicable, comply with the provision of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 U.S.C. 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

#### 11. Preservation

Subrecipient must, as applicable, comply with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

#### 12. Suspension, Debarment, Ineligibility and Voluntary Exclusion

Subrecipient must, as applicable, comply with Title 2 CFR Part §3000, regarding Suspension and Debarment, and Subrecipient must submit a Certification Regarding Debarment, attached hereto as Exhibit B, required by Executive Order 12549 and any amendment thereto. Said Certification must be submitted to the County of Los Angeles concurrent with the execution of this Agreement and must certify that neither Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department head or agency. Subrecipient must require that the language of this Certification be included in the award documents for all sub-award at all tiers and that all subcontractors certify accordingly.

#### 13. Drug-Free Workplace

Subrecipient must, as applicable, comply with the federal Drug-Free Workplace Act of 1988, 41 USC §701, Title 44 Code of Federal Regulations (CFR) Part §17; the California Drug-Free Workplace Act of 1990, CA Gov't Code §§8350-8357, and Subrecipient must complete the Certification Regarding Drug-Free Workplace Requirements, attached hereto as Exhibit C, and incorporated herein by reference. Subrecipient must require that the language of this Certification be included in the award documents for all sub-award at all tiers and that all subcontractors certify accordingly.



#### 14. Lobbying Activities

Subrecipient must, as applicable, comply with 31 U.S.C.1352 and complete the Disclosure of Lobbying Activities, (OMB 0038-0046), attached hereto as Exhibit A, and incorporated herein by reference.

#### 15. Miscellaneous

Subrecipient must, as applicable, comply with the Laboratory Animal Welfare Act of 1966, as amended (P.L. 89-544, 7 USC §§2131 et seq.).

#### B. Statutes and Regulations Applicable To This Particular Grant Agreement

Subrecipient must comply with all applicable requirements of State and Federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this particular grant program.

Subrecipient must, as applicable, comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement. These requirements include, but are not limited to:

Title 2 CFR Part 200; EO 12372; U.S. Department of Homeland Security, Office of State and Local Government Coordination and Preparedness, Office for Domestic Preparedness, ODP WMD Training Course Catalogue; and DOJ Office for Civil Rights.

Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code Chapter 7 of Division 1 of Title 2, §8607.1(e) and CCR Title 19, §§2445-2448.

Provisions of Title 2, 6, 28, 44 CFR applicable to grants and cooperative agreements, including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services; Part 38, Equal Treatment of Faith-based Organizations; Part 42, Nondiscrimination/Equal Employment Opportunities Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; Part 64, Floodplain Management and Wetland Protection Procedures; Federal laws or regulations applicable to Federal Assistance Programs; Part 69, New Restrictions on Lobbying; Part 70, Uniform Administrative Requirements for Grants and Cooperative Agreements (including sub-awards) with Institutions of Higher Learning, Hospitals and other Non-Profit

Organizations; and Part 83, Government-Wide Requirements for a Drug Free Workplace (grants).

Nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1, and all other applicable Federal laws, orders, circulars, or regulations.

#### 1. Travel Expenses

Subrecipient, as provided herein, will be compensated for Subrecipient's reasonable travel expenses incurred in the performance of this Agreement, to include travel and per diem, unless otherwise expressed. Subrecipient's total travel for in-State and/or out-of-State and per diem costs must be included in the contract budget(s). All travel, including out- of-State travel, that is not included in the budget(s) will not be reimbursed without prior written authorization from the County of Los Angeles.

Subrecipient's administrative-related travel and per diem reimbursement costs will not be reimbursed. For programmatic-related travel costs, Subrecipient's reimbursement rates may not exceed the amounts established under the grant.

#### C. Compliance With Grant Requirements

To obtain the grant funds, the State required an authorized representative of the County of Los Angeles to sign certain promises regarding the way the grant funds would be spent. These requirements are included in Exhibit F and in the State's "Grant Assurances". By signing these Grant Assurances and accepting Exhibit F, the County of Los Angeles became liable to the State for any funds that are used in violation of the grant requirements. The State's Grant Assurances are incorporated into this Agreement through Exhibit D. Subrecipient will be liable to the Granter for any funds the State determines the Subrecipient used in violation of these Grant Assurances.

Pursuant to this Agreement, Subrecipient shall execute the 2023 Certification of Grant Assurances in Exhibit D, accepting and agreeing to abide by all provisions, assurances, and requirements therein. Subrecipient agrees to indemnify and hold harmless the County of Los Angeles for any sums the State or Federal government determines Subrecipient used in violation of the Grant Assurances.

To the extent Exhibit D conflicts with language or provisions contained in this Agreement, or contains more restrictive requirements under Federal and State law, Exhibit D shall control.

#### D. Noncompliance With Grant Requirements

Subrecipient understands that failure to comply with any of the above assurances and requirements, including Exhibit D, may result in suspension, termination or reduction of grant funds, and repayment by the Subrecipient to the County of Los Angeles of any unauthorized expenditures.

#### §412. Federal, State and Local Taxes

Federal, State and local taxes are the responsibility of the Subrecipient as an independent party and not of the County of Los Angeles and must be paid prior to requesting reimbursement. However, these taxes are an allowable expense under the grant program.

#### §413. Inventions, Patents and Copyrights

##### A. Reporting Procedure for Inventions

If any project produces any invention or discovery ("Invention") patentable or otherwise under Title 35 of the U.S. Code, including, without limitation, processes and business methods made in the course of work under this Agreement, the Subrecipient must report the fact and disclose the Invention promptly and fully to the County of Los Angeles. The County of Los Angeles will report the fact and disclose the Invention to the State. Unless there is a prior agreement between the County of Los Angeles and the State, the State will determine whether to seek protection on the Invention. The State will determine how the rights in the Invention, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the policy ("Policy") embodied in the Federal Acquisition Regulations System, which is based on Ch. 18 of Title 35 U.S.C. Sections 200 et seq. (Pub. L. 95-517, Pub. L. 98-620, Title 37 CFR Part 401); Presidential Memorandum on Government Patent Policy to the Heads of the Executive Departments and Agencies, dated 2/18/1983); and Executive Order 12591, 4/10/87, 52 FR 13414, Title 3 CFR, 1987 Comp., p. 220 (as amended by Executive Order 12618, 12/22/87, 52 FR 48661, Title 3 CFR, 1987 Comp., p. 262). Subrecipient hereby agrees to be bound by the Policy, and will contractually require its personnel to be bound by the Policy.

##### B. Rights to Use Inventions

As applicable, County of Los Angeles will have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license to use, manufacture, improve upon, and allow others to do so for all government purposes, any Invention developed under this Agreement.

### C. Copyright Policy

1. Unless otherwise provided by the State or the terms of this Agreement, when copyrightable material ("Material") is developed under this Agreement, the County of Los Angeles, at its discretion, may copyright the Material. If the County of Los Angeles declines to copyright the Material, the County of Los Angeles will have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Material developed under this Agreement.
2. The State will have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Material developed under this Agreement or any Copyright purchased under this Agreement.
3. Subrecipient must comply with Title 24 CFR 85.34.

### D. Rights to Data

The State and the County of Los Angeles will have unlimited rights or copyright license to any data first produced or delivered under this Agreement. "Unlimited rights" means the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform and display publicly, or permit others to do so; as required by Title 48 CFR 27.401. Where the data are not first produced under this Agreement or are published copyrighted data with the notice of 17 U.S.C. Section 401 or 402, the State acquires the data under a copyright license as set forth in Title 48 CFR 27.404(f)(2) instead of unlimited rights. (Title 48 CFR 27.404(a)).

### E. Obligations Binding on Subcontractors

Subrecipient must require all subcontractors to comply with the obligations of this section by incorporating the terms of this section into all subcontracts.

#### §414. Child Support Assignment Orders

Under the terms of this Agreement, Subrecipient must, as applicable, comply with California Family Code Section 5230 et seq.

#### §415. Minority, Women, And Other Business Enterprise Outreach Program

It is the policy of the County of Los Angeles to provide Minority Business Enterprises, Women Business Enterprises and all other business enterprises an equal opportunity to participate in the performance of all Subrecipient's contracts,

including procurement, construction and personal services. This policy applies to all of the Subrecipient's contractors and sub-contractors.

#### §416. Compliance with Fair Chance Employment Practices

Subrecipient shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Subrecipient's violation of this paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County of Los Angeles may, in its sole discretion, terminate the Agreement.

#### §417. Method of Payment and Required Information

The County of Los Angeles may, at its sole discretion, determine the most appropriate, efficient, secure, and timely form of payment provided under this Agreement. Subrecipient further agrees that the default form of payment shall be Electronic Funds Transfer (EFT) or Direct Deposit, unless an alternative method of payment is deemed appropriate by the A-C.

Subrecipient shall provide the A-C with electronic banking and related information for the Subrecipient and/or any other payee that the Subrecipient designates to receive payment pursuant to this Agreement at <https://directdeposit.lacounty.gov/>. Such electronic banking and related information includes, but is not limited to: bank account number and routing number, legal business name, valid taxpayer identification number or TIN, a working e-mail address capable of receiving remittance advices and other payment related correspondence, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or Direct Deposit shall supersede this requirement with respect to those payments. At any time during the duration of this Agreement, the Subrecipient may submit a written request for an exemption to this requirement and must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with CEO, shall decide whether to approve exemption requests.

## SECTION V

### DEFAULTS, SUSPENSION, TERMINATION, AND AMENDMENTS

#### §501. Defaults

Should either party fail for any reason to comply with the contractual obligations of this Agreement within the time specified by this Agreement, the non-breaching party reserves the right to terminate the Agreement, reserving all rights under State and Federal law.

#### §502. Termination

This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County of Los Angeles, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Subrecipient specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

#### §503. Amendments

Except as otherwise provided in this paragraph, any change in the terms of this Agreement, including changes in the services to be performed by Subrecipient, that are agreed to by the Subrecipient and the County of Los Angeles must be incorporated into this Agreement by a written amendment properly signed by persons who are authorized to bind the parties. Notwithstanding the foregoing, any increase or decrease of the grant amount specified in §301.A., above, or any extension of the performance period specified in §201, above, does not require a written amendment, but may be effectuated by a written notification by the County of Los Angeles to the Subrecipient.

## SECTION VI

### ENTIRE AGREEMENT

#### §601. Complete Agreement

This Agreement contains the full and complete Agreement between the two parties. Neither verbal agreement nor conversation or other communication with any officer or employee of either party will affect or modify any of the terms and conditions of this Agreement.

§602. Number of Pages and Attachments

This Agreement may be executed utilizing wet, scanned digital, and electronic signatures, each of which is deemed to be an original. This Agreement includes (27) pages and (8) Exhibits which constitute the entire understanding and agreement of the parties.

[Remainder of this page intentionally left blank]

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

COUNTY OF LOS ANGELES

BY \_\_\_\_\_  
FESIA A. DAVENPORT Date  
Chief Executive Officer

BY \_\_\_\_\_  
EDWARD YEN  
Executive Officer, Board of Supervisors

BY \_\_\_\_\_  
OSCAR VALDEZ  
Auditor-Controller

APPROVED AS TO FORM

DAWYN R. HARRISON  
County Counsel

BY \_\_\_\_\_  
Deputy County Counsel

CITY OF HUNTINGTON PARK

Signed by:  
BY Ricardo Reyes Ricardo Reyes 12/2/2024  
City Representative/Title (Signature) (Print Name) Date

APPROVED AS TO FORM

Signed by:  
BY Arnold M. Alvarez-Glasman Arnold M. Alvarez-Glasman 11/27/2024  
City Attorney (Signature – If Needed) (Print Name) Date

ATTEST

DocuSigned by:  
BY Eduardo Sarmiento Eduardo Sarmiento 12/2/2024  
City Clerk (Signature – If Needed) (Print Name) Date



## EXHIBITS

Exhibit A	Certification and Disclosure Regarding Lobbying
Exhibit B	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
Exhibit C	Certification Regarding Drug Free Workplace
Exhibit D	Certification of Grant Assurances
Exhibit E	Final Grant Award Letter and Project Worksheet
Exhibit F	2023 Notice of Funding Opportunity & 2023 Cal OES Supplemental to Federal Notice of Funding Opportunity
Exhibit G	Reimbursement Form and Instructions
Exhibit H	Monitoring Instrument

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## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.




**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## Certification Regarding Lobbying

The Subrecipient, as identified below, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Subrecipient understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Subrecipient: City of Huntington Park

Signed by:  
Signature of Authorized Agent:   
8C09A8725AD94BE...

Printed Name of Authorized Agent: Ricardo Reyes

Title: City Manager Date: \_\_\_\_\_

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 24 CFR Part 24 Section 24.510, Participants' responsibilities.


**(READ ATTACHED INSTRUCTIONS FOR CERTIFICATION BEFORE  
COMPLETING)**

1. The prospective recipient of Federal assistance funds certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
AGREEMENT NUMBER

City of Huntington Park  
\_\_\_\_\_  
CONTRACTOR/BORROWER/AGENCY

Ricardo Reyes                      City Manager  
\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Signed by:  12/3/2024  
\_\_\_\_\_  
SIGNATURE                      DATE

### **INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this document, the prospective recipient of Federal assistance is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this agreement is entered, if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous, when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation on this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF CALIFORNIA  
**DRUG-FREE WORKPLACE CERTIFICATION**  
STD. 21

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COMPANY/ORGANIZATION NAME:

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The contractor or grant recipient named above hereby certifies compliance with *Government Code Section 8355* in matters relating to providing a drug-free workplace. The above-named contractor or recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by *Government Code Section 8355(a)*.
2. Establish a Drug-Free Awareness Program as required by *Government Code Section 8355(b)*, to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by *Government Code Section 8355(c)*, that every employee who works on the proposed contract or subgrant:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or subgrant.

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**CERTIFICATION**

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I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or Recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

RICARDO REYES

12/3/2024

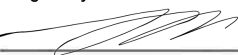
OFFICIAL'S NAME

DATE EXECUTED

LOS ANGELES

EXECUTED IN THE COUNTY OF

Signed by:



CONTRACTOR or RECEIPEINT SIGNATURE

CITY MANAGER

TITLE

95-6000724

FEDERAL I.D. NUMBER

## STATEMENT ON THE DRUG-FREE WORKPLACE

To comply with the enactment of Senate Bill 1120, (*Chapter 1170, Statutes of 1990*), which established the Drug-Free Workplace Act of 1990, the City of Huntington Park  
(*your agency*)  
accordingly provides this statement of compliance.

In order to maintain funding eligibility, state agencies, along with those in receipt of grant and contractual awards, must certify that they provide drug-free workplaces and have issued drug-free workplace statements to their employees [*Section 8355(a) of the Government Code*]. Consequently, in accordance with this directive, this statement is issued to meet this requirement.

The City of Huntington Park (*your agency*), an agency within the State of California has adopted this statement in compliance with legislation which addresses issues to avoid the dangers arising from drug and alcohol abuse in the workplace. These dangers include death and injury to the employee, co-workers, or the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances. [*Section 8355(b)(1)*]

California law prohibits the unlawful manufacture, dispensation, possession, or illegal use of a controlled substance. That prohibition extends to all places and includes the worksite of California state employees. [*Section 8355(a)*]

Employees convicted of a violation of criminal drug statute, when the violation occurred at an employee's worksite, shall report the conviction to the granting and monitoring State agency upon conviction. [*Section 8356(a)(1)(2)*]

In the event of the unlawful manufacture, distribution, dispensation, possession or illegal use of a controlled substance at a State worksite, the State may take disciplinary action pursuant to the law and/or require the satisfactory completion of a drug abuse assistance or rehabilitation program. [*Section 8355(b)(4)*]

The Employee Assistance Program (EAP) provides drug problem assessment and referral to appropriate counseling and rehabilitation services. The EAP is available to all agency employees. Procedures exist to ensure the confidentiality of EAP records. Contact your personnel office for further information.

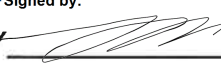
It is the intent of the City of Huntington Park (*your agency*) to ensure by execution of this statement of compliance that each employee shall abide by the terms of this drug-free workplace statement. [*Section 8355(c)*]

## EXHIBIT D


### COUNTY OF LOS ANGELES

### 2023 CERTIFICATION OF GRANT ASSURANCES

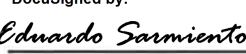
As the duly authorized representative of the Subrecipient, I hereby certify Subrecipient's complete acceptance of Exhibit D, and agreement to abide by all provisions, assurances, conditions and requirements of the Grant Assurances therein.

Signed by:  
 BY  City Manager Ricardo Reyes 12/3/2024  
 City Representative/Title (Signature) (Print Name) Date

APPROVED AS TO FORM

Signed by:  
 BY  Arnold M. Alvarez-Glasman 12/3/2024  
 City Attorney (Signature) (Print Name) Date

ATTEST

DocuSigned by:  
 BY  Eduardo Sarmiento 12/4/2024  
 City Clerk (Signature) (Print Name) Date





## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

**As the duly authorized representative of the Applicant, I hereby certify** that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

**The requirements outlined in these assurances apply to Applicant and any of its subrecipients.**

**I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:**

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

### Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

In the event Cal OES determines that changes are necessary to the subaward after a subaward has been made, including changes to period of performance or terms and conditions, Applicants will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Applicant acceptance of the changes to the subaward.

**State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:**

### 1. Proof of Authority

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;
- (d) The Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) The official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

### 2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

### 3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

#### 4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.214 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (4)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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be designed and constructed with certain accessible features  
(See 24 C.F.R. § 100.201);

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) Department of Homeland Security (DHS) policy to ensure the equal treatment of faith-based organizations, under which the Applicant must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940-12957), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

### 6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.





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## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 7. Environmental Standards

The Applicant will comply with state and federal environmental standards, including:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); and



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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(m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: (1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease-and-desist order pursuant to section 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

### 8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R., Part 200, Subpart F Audit Requirements.

### 9. Cooperation and Access to Records

The Applicant must cooperate with any compliance reviews or investigations conducted by DHS. In accordance with 2 C.F.R. § 200.337, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

### 10. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

### 11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which provides that Applicant shall not submit a false claim for payment, reimbursement, or advance.

### 12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), including but not limited to (a) the reporting of subawards obligating \$30,000 or more in federal funds,



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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and (b) executive compensation data for first-tier subawards as set forth in 2 C.F.R. Part 170, Appendix A. The Applicant also agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.

### 13. Whistleblower Protections

The Applicant must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

### 14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits the Applicant or its subrecipients from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

### 15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et seq.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

### 16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

### 17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)





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## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;

- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires federal award subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

### 18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

### 19. Use of Cellular Device While Driving is Prohibited

The Applicant is required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

### 20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code §7920.000 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

### HOMELAND SECURITY GRANT PROGRAM (HSGP) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

### 21. Acknowledgment of Federal Funding from DHS

The Applicant must acknowledge its use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### 22. Activities Conducted Abroad

The Applicant must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### 23. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. If the Applicant collects PII, the Applicant is required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII they collect. The Applicant may refer to the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as a useful resource.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 24. Copyright

The Applicant must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of United States Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

### 25. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude the Applicant from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

### 26. Energy Policy and Conservation Act

The Applicant must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### 27. Federal Debt Status

The Applicant is required to be non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

### 28. Fly America Act of 1974

The Applicant must comply with Preference for United States Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

### 29. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, the Applicant must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.



## **Standard Assurances**

### **For Cal OES Federal Non-Disaster Grant Programs**

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#### **30. Non-supplanting Requirement**

If the Applicant receives federal financial assistance awards made under programs that prohibit supplanting by law, the Applicant must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non- federal sources.

#### **31. Patents and Intellectual Property Rights**

Unless otherwise provided by law, the Applicant is subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. The Applicant is subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

#### **32. SAFECOM**

If the Applicant receives federal financial assistance awards made under programs that provide emergency communication equipment and its related activities, the Applicant must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

#### **33. Terrorist Financing**

The Applicant must comply with Executive Order 13224 and United States law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. The Applicant is legally responsible for ensuring compliance with the Order and laws.

#### **34. Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the Applicant's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the Applicant must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.



## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

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### 35. USA Patriot Act of 2001

The Applicant must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

### 36. Use of DHS Seal, Logo, and Flags

The Applicant must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

### 37. Performance Goals

In addition to the Biannual Strategy Implementation Report submission requirements outlined in the Preparedness Grants Manual, the Applicant must demonstrate how the grant-funded project addresses the core capability gap associated with each project and identified in the Threat and Hazard Identification and Risk Analysis or Stakeholder Preparedness Review or sustains existing capabilities, as applicable. The capability gap reduction or capability sustainment must be addressed in the Project Description of the BSIR for each project.

### 38. Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon the Applicant and flow down to any of its subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

### 39. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

The Applicant must comply with the "Build America, Buy America" Act (BABAA), enacted as part of the Infrastructure Investment and Jobs Act and Executive Order 14005. Applicants receiving a federal award subject to BABAA requirements may not use federal financial assistance funds for infrastructure projects unless:

- (a) All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;





## Standard Assurances

### For Cal OES Federal Non-Disaster Grant Programs

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- (b) All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (c) All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The "Buy America" preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. It does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a "Buy America" preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Per section 70914(c) of BABAA, FEMA may waive the application of a "Buy America" preference under an infrastructure program in certain cases.

**On July 1, 2022, OMB approved FEMA's General Applicability Public Interest Waiver of the BABAA requirements to be effective for a period of six months, through January 1, 2023. Applicants will not be required to follow the BABAA requirements for FEMA awards made, and any other funding FEMA obligates, during this waiver period. For any new awards FEMA makes after January 1, 2023, as well as new funding FEMA obligates to existing awards or through renewal awards where the new funding is obligated after January 1, 2023, Applicants will be required to follow the BABAA requirements unless another waiver is requested and approved.**

#### **40. Advancing Effective, Accountable Policing and Criminal Justice Practice to Enhance Public Trust and Public Safety**

The Applicant must comply with the requirements of section 12(c) of Executive Order 14074. The Applicant is also encouraged to adopt and enforce policies consistent with Executive Order 14074 to support safe and effective policing.



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## Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

### IMPORTANT

The purpose of these assurances is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in these assurances. These assurances are binding on Applicant, its successors, transferees, assignees, etc. as well as any of its subrecipients. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Applicant may be ineligible for award of any future grants if Cal OES determines that the Applicant: (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. Applicants are bound by DHS Standard Terms and Conditions 2023, Version 2, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

**The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.**

Applicant: City of Huntington Park

Signed by:   
8C09A8725AD94BE...

Printed Name of Authorized Agent: Ricardo Reyes

Title: City Manager Date: 12/3/2024

GAVIN NEWSOM  
GOVERNOR



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

EXHIBIT E  
NANCY WARD  
DIRECTOR

October 18, 2023

Fesia A. Davenport  
Chief Executive Officer  
Los Angeles County  
500 West Temple Street, Room 713  
Los Angeles, CA 90012

**DELIVERED VIA E-MAIL:** [FDavenport@ceo.lacounty.gov](mailto:FDavenport@ceo.lacounty.gov)

**SUBJECT: NOTIFICATION OF SUBRECIPIENT SUBAWARD APPROVAL**

Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP)  
Subaward #2023-0042, Cal OES ID#037-00000  
Subaward Period of Performance: 09/01/2023-05/31/2026

Dear Ms. Davenport:

We are pleased to announce the approval of your FY 2023 HSGP subaward in the amount of \$9,481,457.

Once the completed application is received and approved, reimbursement of eligible subaward expenditures may be requested using the California Governor's Office of Emergency Services (Cal OES) Financial Management Forms Workbook. Failure to provide documentation in a timely manner could result in a hold on funding, pursuant to Title 2, Code of Federal Regulations (CFR), Sections 200.338(a) and 200.207(b)(1)-(2).

This subaward is subject to requirements in 2 CFR, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance.

Subrecipients must obtain additional written approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement, and projects requiring Environmental Planning and Historic Preservation review.



3650 SCHRIEVER AVENUE, MATHER, CA 95655  
[www.CalOES.ca.gov](http://www.CalOES.ca.gov)



Fesia A. Davenport  
October 18, 2023  
Page 2 of 2

Your organization will be required to prepare and submit the Biannual Strategy Implementation Report to Cal OES via the FEMA Grants Reporting Tool (GRT) semi-annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Failure to submit required reports could result in subaward reduction, suspension, or termination. Throughout the subaward cycle, milestones set in the GRT will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals in future grant opportunities.

Your dated signature is required on this letter. Please sign and return the original to your Cal OES Program Representative within 20 calendar days upon receipt and keep a copy for your records. For further assistance, please contact your Cal OES Program Representative.

Sincerely,



NANCY WARD  
Director

Signature: Fesia Davenport  
Fesia Davenport (Nov 21, 2023 15:35 PST)

Email: [FDavenport@ceo.lacounty.gov](mailto:FDavenport@ceo.lacounty.gov)

Fesia Davenport

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Fesia A. Davenport  
Los Angeles County

\_\_\_\_\_

Date

EXHIBITE

City of Huntington Park  
FY 2023 State Homeland Security Program (SHSP) Projects  
CofC QES ID: 03740000  
Grant #: 2023-0042

PROJECT LEDGER

Ledger Type	Initial Application
Date	11/4/2023
Request #	0
POP Start Date	9/1/2023
POP End Date	5/31/2026

LI	Project No.	Project Title	Project Description	Funding Source	Discipline	Solution Area	Core Capability	Capability Building	Deployable / Storable	Support Previous Awarded Investment?	Total Approved	Total Expended	Remaining Balance	Percentage Expended
											\$ 140,000.00			
LI02	025	LE UAS 2	Project funds the City of Huntington Park's purchase of (2) Unmanned Aircraft Systems (Drones). These drones are needed to provide emergency situations and surveillance capabilities. The project will be used to monitor and detect illegal activities, illicit drug operations, border crossings, border security, tactical entities, and crowd/event monitoring. This project can be cloned as LEPA as it addresses the core capability of "Screening, Search, and Detection" within the National Prevention Framework.	HSGP-SHSP	LE	Equipment	Screening, Search, and Detection	Build	Both	FY21, UAF 10	\$ 40,000	\$	\$ 40,000	0%
LI03	064	LE Mobile ALPR	Project funds the City of Huntington Park's purchase of two (2) regional/stated mobile ALPR camera system to enhance information sharing and investigative capabilities through the use of a regional network. This project can be cloned as LEPA as it addresses the core capability of "Screening, Search, and Detection" within the National Prevention Framework.	HSGP-SHSP	LE	Equipment	Screening, Search, and Detection	Build	Deployable	FY21, UAF 8	\$ 100,000	\$	\$ 100,000	0%
				HSGP-SHSP										ADIV/3
				HSGP-SHSP										ADIV/3
				HSGP-SHSP										ADIV/3
Totals:												\$	\$	140,000.00

Notional Priority Area (NPA)

City of Huntington Park  
FY 2023 State Homeland Security Program (SHSP) Projects  
Cd OES ID: 037-00000  
Grant #: 2023-0047

Ledger Type	Initial Application
Date	12/6/2023
Request #	0
POP Start Date	9/1/2021
POP End Date	5/31/2026

[illegible]

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2023 Homeland Security Grant Program**

**All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using SAM.gov can be found at <https://sam.gov/content/entity-registration>.**

**Grants.gov registration information can be found at <https://www.grants.gov/web/grants/register.html>.**

**Planned UEI Updates in Grant Application Forms:**

*On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI).*

*Additional Information can be found on Grants.gov:*

<https://www.grants.gov/web/grants/forms/planned-uei-updates.html>

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**A. Program Description**

**1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

**2. Assistance Listings Number**

97.067

**3. Assistance Listings Title**

Homeland Security Grant Program

**4. Funding Opportunity Title**

Fiscal Year 2023 Homeland Security Grant Program (HSGP)

- State Homeland Security Program (SHSP)
- Urban Area Security Initiative (UASI)
- Operation Stonegarden (OPSG)

**5. Funding Opportunity Number**

DHS-23-GPD-067-00-01

**6. Authorizing Authority for Program**

Section 2002 of the Homeland Security Act of 2002 (Pub. L. No. 107-296, as amended) (6 U.S.C. § 603)

**7. Appropriation Authority for Program**

*Consolidated Appropriations Act, 2023* (Pub. L. No. 117-328)

**8. Announcement Type**

Initial

**9. Program Category**

Preparedness: Community Security

**10. Program Overview, Objectives, and Priorities**

**a. Overview**

The Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP) is one of three grant programs that constitute the DHS/FEMA focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, and respond to terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the Nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the DHS Strategic Plan for Fiscal Years 2020-2024, the HSGP supports the goal to Strengthen National Preparedness and Resilience.

In FY 2023, there are three components of the HSGP:

- 1) ***State Homeland Security Program (SHSP)***: SHSP assists state, local, tribal, and territorial (SLTT) efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
- 2) ***Urban Area Security Initiative (UASI)***: UASI assists high-threat, high-density Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
- 3) ***Operation Stonegarden (OPSG)***: OPSG supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. SLTT law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority by participating in OPSG.

The 2022-2026 FEMA Strategic Plan outlines three goals designed to position FEMA to address the increasing range and complexity of disasters, support the diversity of communities we serve, and complement the nation's growing expectations of the emergency management community. The HSGP supports FEMA's efforts to achieve equitable outcomes for those we serve (Goal 1) and to promote and sustain a prepared nation (Goal 3). We invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient nation.

Finally, for FY 2023, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other threats to our national security. The threats to our nation have evolved during the past two decades. We now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, and threats from domestic violent extremists who currently pose the greatest terrorism threat to the nation<sup>1</sup>. Therefore, for FY 2023, DHS has identified six priority areas (see Section A.10.c) related to the most serious threats to the nation, as well as required minimum funding allocations.

**b. *Objective***

The objective of the FY 2023 HSGP is to fund SLTT efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

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<sup>1</sup>Strategic Intelligence Assessment and Data on Domestic Terrorism, Federal Bureau of Investigation and Department of Homeland Security, May 2021.



**c. *Priorities***

**SHSP and UASI Funding Priorities**

Given the evolving national security threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help inform appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2023, six National Priority Areas pose the most concern. Due to the unique threats that the nation faces in 2023, DHS/FEMA has determined that recipients should allocate a total of 30% of their SHSP and UASI award funds across these six priority areas. As indicated below, five of the priorities have minimum spend requirements totaling 15% of SHSP and UASI awards. Recipients will have the flexibility to allocate the remaining 15% across the priorities. The following are the six priority areas for FY 2023, along with the minimum corresponding percentage of SHSP and UASI funds that each recipient will be required to allocate:

- 1) Enhancing the protection of soft targets/crowded places – 3%
- 2) Enhancing information and intelligence sharing and analysis – 3%
- 3) Combating domestic violent extremism – 3%
- 4) Enhancing cybersecurity – no minimum percent
- 5) Enhancing community preparedness and resilience – 3%
- 6) Enhancing election security – 3%

Additional information about these priority areas and how they relate to achieving anti-terrorism capabilities is included in Section D.11.b.III of this NOFO. Failure by a recipient to propose investments and projects that align with the priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30%) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentages per National Priority Area (as applicable) and overall 30% of total SHSP and UASI funds.

A state or high-risk urban area must allocate the remaining 70% of their funding to addressing capability gaps (e.g., building/sustaining capability and/or closing capability gaps) identified through their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- 1) Effective planning<sup>2</sup>;
- 2) Training and awareness campaigns;
- 3) Equipment and capital projects; and
- 4) Exercises.

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<sup>2</sup>Including assessment of critical infrastructure system vulnerabilities and plans to reduce consequences of disruptions, using the Infrastructure Resilience Planning Framework and Regional Resiliency Assessment Methodology produced by the Cybersecurity and Infrastructure Security Agency.

The table below provides a breakdown of the FY 2023 SHSP and UASI priorities (the focus of OPSG remains unique to border security), showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#). DHS/FEMA anticipates that in future years, national priorities will continue to be included and will be updated as the threats evolve and as capability gaps are closed. Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants. The example project types in the table below are allowable to prepare for disasters unrelated to acts of terrorism as long as they also help achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

### FY 2023 SHSP and UASI Funding Priorities

*All priorities in this table concern Safety and Security Lifelines.*

Priority Areas	Core Capabilities	Example Project Types
<b>National Priorities</b>		
Enhancing Cybersecurity	<ul style="list-style-type: none"> <li>• Cybersecurity</li> <li>• Intelligence and information sharing</li> <li>• Planning</li> <li>• Public information and warning</li> <li>• Operational coordination</li> <li>• Screening, search, and detection</li> <li>• Access control and identity verification</li> <li>• Supply chain integrity and security</li> <li>• Risk management for protection programs and activities</li> <li>• Long-term vulnerability reduction</li> <li>• Situational assessment</li> <li>• Infrastructure systems</li> <li>• Operational communications</li> </ul>	<ul style="list-style-type: none"> <li>• Cybersecurity risk assessments</li> <li>• Migrating online services to the “.gov” internet domain</li> <li>• Projects that address vulnerabilities identified in cybersecurity risk assessments <ul style="list-style-type: none"> <li>◦ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA), and the <a href="#">National Institute of Standards and Technology Cybersecurity Framework</a></li> <li>◦ Adoption of cybersecurity performance goals (<a href="#">Cross-Sector Cybersecurity Performance Goals</a>   CISA)</li> <li>◦ Cybersecurity training and planning</li> </ul> </li> </ul>
Enhancing the Protection of Soft Targets/ Crowded Places	<ul style="list-style-type: none"> <li>• Operational coordination</li> <li>• Public information and warning</li> <li>• Intelligence and information sharing</li> <li>• Interdiction and disruption</li> <li>• Screening, search, and detection</li> <li>• Access control and identity verification</li> <li>• Physical protective measures</li> <li>• Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Operational overtime. For more information on operational overtime, see Section D.14.f of this NOFO.</li> <li>• Physical security enhancements <ul style="list-style-type: none"> <li>◦ Security cameras (closed-circuit television [CCTV])</li> <li>◦ Security screening equipment for people and baggage</li> <li>◦ Lighting</li> <li>◦ Access controls</li> <li>◦ Fencing, gates, barriers, etc.</li> </ul> </li> <li>• Unmanned aircraft system detection technologies</li> </ul>
Enhancing information and intelligence	<ul style="list-style-type: none"> <li>• Intelligence and information sharing</li> <li>• Interdiction and disruption</li> <li>• Planning</li> <li>• Public information and warning</li> </ul>	<ul style="list-style-type: none"> <li>• Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment)</li> <li>• Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic</li> </ul>

Priority Areas	Core Capabilities	Example Project Types
sharing and analysis	<ul style="list-style-type: none"> <li>Operational coordination</li> <li>Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>entities; and other federal law enforcement and intelligence entities</li> <li>Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation</li> <li>Identification, assessment, and reporting of threats of violence</li> <li>Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS</li> </ul>
Combating Domestic Violent Extremism	<ul style="list-style-type: none"> <li>Interdiction and disruption</li> <li>Intelligence and information sharing</li> <li>Planning</li> <li>Public information and warning</li> <li>Operational coordination</li> <li>Risk management for protection programs and activities</li> </ul>	<ul style="list-style-type: none"> <li>Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats</li> <li>Sharing and leveraging intelligence and information, including open-source analysis</li> <li>Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists</li> <li>Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization</li> <li>Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation and disinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism</li> </ul>
Enhancing Community Preparedness and Resilience	<ul style="list-style-type: none"> <li>Planning</li> <li>Public Information and Warning</li> <li>Community Resilience</li> <li>Risk Management for Protection Programs and Activities</li> <li>Mass Care Services</li> <li>Intelligence and Information Sharing</li> <li>Risk and Disaster Resilience Assessment</li> <li>Long Term Vulnerability Reduction</li> </ul>	<ul style="list-style-type: none"> <li>Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically underserved communities, including procurement of appropriate tools, equipment and training aides <ul style="list-style-type: none"> <li>Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity</li> </ul> </li> <li>Provide continuity training, such as FEMA's Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards</li> <li>Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans</li> <li>Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households</li> <li>Execute <i>You are the Help Until the Help Arrives</i> workshops in concert with community-based organizations to bolster individual preparedness</li> <li>Target youth preparedness using FEMA programing such as Prepare with Pedro resources and Ready2Help</li> </ul>

Priority Areas	Core Capabilities	Example Project Types
		<ul style="list-style-type: none"> <li>Promote community planning, coordination, and integration of children’s needs during emergencies through workshops like FEMA’s Integrating the Needs of Children</li> <li>Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience</li> <li>Provide training and awareness programs with key stakeholders (e.g., through social media, community and civic organizations) to educate the public on misinformation and disinformation campaigns to increase individual and community resilience.</li> <li>Support integrated and cross-jurisdictional preparedness planning that considers how the community develops networks of information-sharing and collaboration among community-based organizations and government institutions to enable a quicker recovery from multiple threats, including terrorist actions.</li> </ul>
Enhancing Election Security	<ul style="list-style-type: none"> <li>Cybersecurity</li> <li>Intelligence and information sharing</li> <li>Planning</li> <li>Long-term vulnerability reduction</li> <li>Situational assessment</li> <li>Infrastructure systems</li> <li>Operational coordination</li> <li>Community resilience</li> </ul>	<ul style="list-style-type: none"> <li>Physical security planning support</li> <li>Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc.</li> <li>General election security navigator support</li> <li>Cyber navigator support</li> <li>Cybersecurity risk assessments, training, and planning</li> <li>Projects that address vulnerabilities identified in cybersecurity risk assessments</li> <li>Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection</li> <li>Distributed Denial of Service protection</li> <li>Migrating online services to the “.gov” internet domain</li> <li>Online harassment and targeting prevention services</li> <li>Public awareness/preparedness campaigns discussing election security and integrity measures.</li> </ul>
Enduring Needs		
Planning	<ul style="list-style-type: none"> <li>Planning</li> <li>Risk management for protection programs and activities</li> <li>Risk and disaster resilience assessment</li> <li>Threats and hazards identification</li> <li>Operational coordination</li> <li>Community resilience</li> </ul>	<ul style="list-style-type: none"> <li>Development of: <ul style="list-style-type: none"> <li>Security Risk Management Plans</li> <li>Threat Mitigation Plans</li> <li>Continuity of Operations Plans</li> <li>Response Plans</li> </ul> </li> <li>Efforts to strengthen governance integration between/among regional partners</li> <li>Joint training and planning with DHS officials and other entities designated by DHS</li> <li>Cybersecurity training and planning</li> <li>Revision of existing plans to strengthen community resilience in underserved communities</li> </ul>
Training and Awareness	<ul style="list-style-type: none"> <li>Long-term vulnerability reduction</li> <li>Public information and warning</li> <li>Operational coordination</li> <li>Situational assessment</li> </ul>	<ul style="list-style-type: none"> <li>Active shooter training</li> <li>Intelligence analyst training</li> <li>SAR and terrorism indicators/behaviors training</li> <li>Security training for employees</li> <li>Public awareness/preparedness campaigns</li> </ul>

Priority Areas	Core Capabilities	Example Project Types
	<ul style="list-style-type: none"> <li>Community resilience</li> </ul>	<ul style="list-style-type: none"> <li>Joint training and planning with DHS officials and other entities designated by DHS</li> <li>Cybersecurity training and planning</li> <li>Sharing and leveraging intelligence and information</li> <li>Targeted outreach and preparedness training for underserved communities in conjunction with community-based organizations</li> </ul>
Equipment and Capital Projects	<ul style="list-style-type: none"> <li>Long-term vulnerability reduction</li> <li>Infrastructure systems</li> <li>Operational communications</li> <li>Interdiction and disruption</li> <li>Screening, search and detection</li> <li>Access control and identity verification</li> <li>Physical protective measures</li> </ul>	<ul style="list-style-type: none"> <li>Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments</li> <li>Physical security enhancements <ul style="list-style-type: none"> <li>Security cameras (CCTV)</li> <li>Security screening equipment for people and baggage</li> <li>Lighting</li> <li>Access Controls <ul style="list-style-type: none"> <li>Fencing, gates, barriers, etc.</li> </ul> </li> </ul> </li> <li>Enhancing Weapons of Mass Destruction and/or improvised explosive device prevention, detection, and response capabilities <ul style="list-style-type: none"> <li>Chemical/Biological/Radiological/Nuclear/Explosive detection, prevention, and response equipment</li> </ul> </li> </ul>
Exercises	<ul style="list-style-type: none"> <li>Long-term vulnerability reduction</li> <li>Operational coordination</li> <li>Operational communications</li> <li>Community resilience</li> </ul>	<ul style="list-style-type: none"> <li>Response exercises, including exercise planning with community-based organizations</li> </ul>

For FY 2023, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for the five National Priority Areas with associated minimum spend requirements. Each of these five investments must also account for at least the relevant minimum percentage (totaling 15%) of the applicant's SHSP and UASI allocation. State Administrative Agencies (SAAs) may submit complete project-level information at the time of application, including the National Priority Area IJs, but are not required to do so. **As a reminder, all SHSP- and UASI-funded projects must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism.** However, such projects may simultaneously support enhanced preparedness for disasters unrelated to acts of terrorism.

DHS/FEMA also requires SHSP and UASI recipients (states, territories, and high-risk urban areas) to complete a THIRA/SPR and prioritize grant funding to support building capability and/or closing capability gaps or sustaining capabilities that address national priorities and/or support enduring needs. Additional information on the THIRA/SPR process, including other National Preparedness System tools and resources, can be found at [National Preparedness System | FEMA.gov](#). Detailed information on THIRA/SPR timelines and deadlines can be found in the [Preparedness Grants Manual](#).

### OPSG Funding Priorities

The table below provides a breakdown of the FY 2023 OPSG funding priority, which remains focused on and unique to border security.

### FY 2023 OPSG Funding Priority

Priority Areas	Core Capabilities	Lifelines	Example Project Types
<b>National Priorities</b>			
Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	<ul style="list-style-type: none"> <li>Intelligence and information sharing</li> </ul>	<ul style="list-style-type: none"> <li>Safety and Security</li> </ul>	<ul style="list-style-type: none"> <li>Participation in the DHS/ICE 287(g) training program</li> <li>Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities</li> <li>Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation</li> <li>Identification, assessment, and reporting of threats of violence</li> <li>Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS</li> </ul>

For FY 2023, each OPSG applicant is required to clearly articulate and identify how the Concept of Operations addresses the national priority identified above.

## 11. Performance Measures

Performance metrics for this program:

SHSP and UASI:

- Percentage of funding allocated by the recipient to core capabilities to build or sustain national priorities identified in the section above
- Percentage of funding and projects allocated by the recipient that align to capability gaps identified through the THIRA/SPR process
- Percentage of projects identified by the recipient that address a capability gap in a core capability that has a target(s) rated as high

FEMA will calculate and analyze the above metrics through a review of state/territory and urban area SPR submissions and required programmatic reports.

OPSG:

- Number of contacts that occurred as a result of OPSG deployments
  - Number of arrests that resulted from OPSG contacts
  - Value of drug seizures that resulted from OPSG contacts

## B. Federal Award Information

1. Available Funding for the NOFO: **\$1,120,000,000**

HSGP Programs	FY 2023 Allocation
SHSP	\$415,000,000
UASI	\$615,000,000
OPSG	\$90,000,000
<b>Total</b>	<b>\$1,120,000,000</b>

### **SHSP Allocations**

For FY 2023, DHS/FEMA will award SHSP funds based on DHS/FEMA's relative risk methodology and statutory minimums pursuant to the *Homeland Security Act of 2002*, as amended. **THIRA/SPR results do not impact grant allocations or awards.**

Each state and territory will receive a minimum allocation under the SHSP using thresholds established in the *Homeland Security Act of 2002*, as amended. All 50 States, the District of Columbia, and the Commonwealth of Puerto Rico will receive 0.35% of the total funds allocated for grants under Section 2003 and Section 2004 of the *Homeland Security Act of 2002*, as amended. Each of the four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive a minimum allocation of 0.08% of the total funds allocated for grants under Section 2003 and 2004 of the *Homeland Security Act of 2002*, as amended.

Each state must include a separate IJ for each of the five National Priority Areas with a minimum spend requirement. **All projects related to the minimum spend for the National Priority Area must be included in the IJ.** For the National Priority Areas that have a minimum spend percentage requirement, the funding level in each of those National Priority Area investments **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the state's SHSP allocation in the table below. The funding levels across all six National Priority Areas **must equal or exceed 30%** of the total SHSP allocation.

### **FY 2023 SHSP ALLOCATIONS**

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Alabama	\$4,847,500	Montana	\$4,847,500
Alaska	\$4,847,500	Nebraska	\$4,847,500
American Samoa	\$1,108,000	Nevada	\$4,847,500
Arizona	\$4,847,500	New Hampshire	\$4,847,500
Arkansas	\$4,847,500	New Jersey	\$7,074,841
California	\$57,035,623	New Mexico	\$4,847,500
Colorado	\$4,847,500	New York	\$68,033,267
Connecticut	\$4,847,500	North Carolina	\$5,085,387

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Delaware	\$4,847,500	North Dakota	\$4,847,500
District of Columbia	\$5,085,387	Northern Mariana Islands	\$1,108,000
Florida	\$9,343,905	Ohio	\$6,190,947
Georgia	\$5,288,656	Oklahoma	\$4,847,500
Guam	\$1,108,000	Oregon	\$4,847,500
Hawaii	\$4,847,500	Pennsylvania	\$8,136,252
Idaho	\$4,847,500	Puerto Rico	\$4,847,500
Illinois	\$13,894,910	Rhode Island	\$4,847,500
Indiana	\$4,847,500	South Carolina	\$4,847,500
Iowa	\$4,847,500	South Dakota	\$4,847,500
Kansas	\$4,847,500	Tennessee	\$4,847,500
Kentucky	\$4,847,500	Texas	\$18,210,451
Louisiana	\$4,847,500	U.S. Virgin Islands	\$1,108,000
Maine	\$4,847,500	Utah	\$4,847,500
Maryland	\$7,074,841	Vermont	\$4,847,500
Massachusetts	\$6,190,947	Virginia	\$8,136,252
Michigan	\$5,085,387	Washington	\$6,190,947
Minnesota	\$4,847,500	West Virginia	\$4,847,500
Mississippi	\$4,847,500	Wisconsin	\$4,847,500
Missouri	\$4,847,500	Wyoming	\$4,847,500
<b>Total</b>			<b>\$415,000,000</b>

### **UASI Allocations**

Eligible candidates for the FY 2023 UASI program are identified in the table below.

Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSA) in the United States, in accordance with the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is publicly available from the United States Census Bureau at [Metropolitan and Micropolitan \(census.gov\)](https://www.census.gov). **THIRA/SPR results do not impact grant allocations or awards.**

The Metropolitan Areas Standardization and Protection (MAPS) Act of 2021 (P.L. 117-219) prohibits automatically updating core-based statistical areas, which are used to delineate MSAs, for grantmaking. The MAPS Act requires that FEMA issue notice-and-comment rulemaking to make any changes. Should changes be necessary in FY 2024, FEMA will issue notice-and-comment rulemaking within the statutorily defined guidelines.

The following table identifies the UASI allocations for each high-risk urban area based on DHS/FEMA's relative risk methodology pursuant to the *Homeland Security Act of 2002*, as amended.



In its application, each high-risk urban area, through the state, must include a separate IJ for each of the five National Priority Areas with minimum spend requirements. **All projects related to the minimum spend for the National Priority Area must be included in the IJ.** For the National Priority Areas that have a minimum spend percentage requirement, the funding level in each of those National Priority Area investments **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the urban area's UASI allocation in the table below. The funding levels across all six National Priority Areas **must equal or exceed 30%** of the total UASI allocation.

### FY 2023 UASI ALLOCATIONS

State/Territory	Urban Area	FY 2023 UASI Allocation
Arizona	Phoenix Area	\$5,250,000
California	Anaheim/Santa Ana Area	\$5,250,000
	Bay Area	\$36,493,265
	Los Angeles/Long Beach Area	\$66,174,270
	Riverside Area	\$3,900,000
	Sacramento Area	\$3,800,000
	San Diego Area	\$16,445,560
Colorado	Denver Area	\$3,900,000
District of Columbia	National Capital Region	\$50,360,095
Florida	Jacksonville Area	\$1,500,000
	Miami/Fort Lauderdale Area	\$14,528,750
	Orlando Area	\$3,800,000
	Tampa Area	\$3,800,000
Georgia	Atlanta Area	\$7,700,000
Hawaii	Honolulu Area	\$1,500,000
Illinois	Chicago Area	\$66,174,270
Indiana	Indianapolis Area	\$1,645,333
Louisiana	New Orleans Area	\$1,645,333
Maryland	Baltimore Area	\$3,800,000
Massachusetts	Boston Area	\$16,646,500
Michigan	Detroit Area	\$5,250,000
Minnesota	Twin Cities Area	\$5,250,000
Missouri	Kansas City Area	\$1,645,333
	St. Louis Area	\$3,800,000
Nevada	Las Vegas Area	\$5,250,000
New Jersey	Jersey City/Newark Area	\$18,631,275
New York	New York City Area	\$173,950,017
North Carolina	Charlotte Area	\$3,800,000
Ohio	Cincinnati Area	\$1,645,333

State/Territory	Urban Area	FY 2023 UASI Allocation
	Cleveland Area	\$1,645,333
Oregon	Portland Area	\$3,800,000
Pennsylvania	Philadelphia Area	\$16,646,500
	Pittsburgh Area	\$1,645,333
Tennessee	Nashville Area	\$1,500,000
Texas	Austin Area	\$1,500,000
	Dallas/Fort Worth/Arlington Area	\$16,646,500
	Houston Area	\$24,231,000
	San Antonio Area	\$3,800,000
Virginia	Hampton Roads Area	\$3,800,000
Washington	Seattle Area	\$6,250,000
<b>Total</b>		<b>\$615,000,000</b>

### **OPSG Allocations**

For FY 2023, DHS/FEMA will award OPSG funds based on risk and the anticipated effectiveness of the proposed use of grant funds upon completion of the application review process. The FY 2023 OPSG risk assessment is designed to identify the risk to border security and to assist with the distribution of funds for the grant program. Funding under OPSG is distributed based on the risk to the security of the border and the effectiveness of the proposed projects. Entities eligible for funding are the state, local, and tribal law enforcement agencies that are located along the border of the United States. DHS/FEMA will make final award determinations based upon a review of the anticipated effectiveness of the state's application as described in Section D, below. **The THIRA/SPR process is not required for OPSG.**

For the purposes of OPSG, the risk is defined as the potential for an adverse outcome assessed as a function of threats, vulnerabilities, and consequences associated with an incident, event, or occurrence.

Based upon ongoing intelligence analysis and extensive security reviews, DHS/CBP continues to focus the bulk of OPSG funds based upon risk analyses. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating risk, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in specific areas.

Threat and vulnerability are evaluated based on specific operational data from DHS/CBP. Threat components present in each of the sectors are used to determine the overall threat score. These components are terrorism, criminal aliens, drug trafficking organizations, and alien smuggling organizations.

Effectiveness of the proposed investments will be evaluated based on the recipient's investment strategy, budget, collaboration, and past performance.

2. **Projected Number of Awards:** **56**
3. **Period of Performance:** **36 months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO and the Preparedness Grants Manual.

FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of "budget period" and "period of performance."

4. **Projected Period of Performance Start Date(s):** **09/1/2023**
5. **Projected Period of Performance End Date(s):** **8/31/2026**
6. **Funding Instrument Type:** **Grant**

### **C. Eligibility Information**

#### **1. Eligible Applicants**

The SAA is the only entity eligible to submit HSGP applications to DHS/FEMA, including those applications submitted on behalf of UASI and OPSG applicants. All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SHSP funds. Tribal governments may not apply directly for HSGP funding; however, funding may be available to tribes through the SAA.

#### **2. Applicant Eligibility Criteria**

Eligible high-risk urban areas for the FY 2023 UASI program have been determined through an analysis of relative risk of terrorism faced by the 100 most populous MSAs in the United States. Subawards will be made by the SAAs to the designated high-risk urban areas.

For 2023, each SAA is **strongly encouraged** to re-evaluate its process for collecting and evaluating subaward applications. FEMA encourages each SAA to minimize the type and quantity of information that it collects as part of the subaward application process, in order to decrease the overall financial and time burden associated with applying for subawards under this grant program. Each SAA should review its subaward application, and reduce or eliminate the request for any information that is not needed for legal, financial, or oversight purposes.

In FY 2023, OPSG eligible subrecipients are local units of government at the county level or equivalent level of government and federally recognized tribal governments in states

bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing USBP operations coordinated through a CBP sector office to be eligible for OPSG funding.

In FY 2023, OPSG subrecipients eligible to apply for and receive a subaward directly from the SAAs are divided into three Tiers. Tier 1 entities are local units of government at the county level or equivalent and federally recognized tribal governments that are on a physical border in states bordering Canada, states bordering Mexico, and states and territories with international water borders. Tier 2 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 1 county. Tier 3 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 2 eligible subrecipient. The tier structure is only applicable with regard to eligibility. OPSG funding allocations are based on the assessed border security risks as determined by the USBP.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a ***current employee, personnel, official, staff, or leadership*** of the non-federal entity; and 2) ***duly authorized to apply*** for an award on behalf of the non-federal entity at the time of application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

### 3. Other Eligibility Criteria/Restrictions

#### a. ***National Incident Management System (NIMS) Implementation***

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at [NIMS Implementation and Training | FEMA.gov](https://www.fema.gov/nims-implementation-and-training).

Please see the [Preparedness Grants Manual](#) for more information on NIMS.

#### b. ***Emergency Management Assistance Compact (EMAC) Membership***

In support of the National Preparedness Goal (the Goal), SHSP recipients must belong to, be in, or act as a temporary member of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2023 HSGP funding must be readily deployable and NIMS-typed, when possible, to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems,

interoperable communications systems, capabilities as defined under the Mitigation Mission Area of the Goal, and fusion centers.

**c. *Law Enforcement Terrorism Prevention Activities (LETPA)***

Per section 2006 of the Homeland Security Act of 2002, as amended (6 U.S.C. § 607), DHS/FEMA is required to ensure that at least 25% of grant funding appropriated for grants awarded under HSGP's authorizing statute are used for LETPAs. **For FY 2023, DHS/FEMA is requiring that at least 35% of grant funding appropriated under HSGP is used for LETPA.** DHS/FEMA meets this requirement, in part, by requiring all recipients allocate at least 35% of the combined HSGP funds allocated under SHSP and UASI towards LETPAs, as defined in 6 U.S.C. § 607. The LETPA allocation can be from SHSP, UASI, or both. The 35% LETPA allocation may be met by funding projects in any combination of the six National Priority Areas identified above and any other investments. The 35% LETPA allocation requirement is in addition to the 80% pass-through requirement to local units of government and tribes, referenced below. The Preparedness Grants Manual and Information Bulletin (IB) 473 include additional information on project selection considerations and allowable activities for LETPA investments. Also see Section D.14.f "Allowable Costs Matrix."

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, to thwart an initial or follow-on terrorist attack and provides guidance to ensure the Nation is prepared to identify, prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the National Prevention Framework are eligible for use as LETPA-focused funds. Also, where capabilities are shared with the protection mission area, the National Protection Framework activities are also eligible. All other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

To ensure that DHS/FEMA's policy guidance on the use of LETPA funds reflects the evolving threat environment, is responsive to stakeholder feedback, is clear and easy to understand, and is applied consistently across grant recipients, DHS/FEMA will issue additional guidance through an Information Bulletin for the FY 2023 HSGP. This guidance will provide applicants and recipients further clarification on how to account for LETPA activities. It will also provide clarification on what should be included in the investment justifications; best practices for submitting investment justifications for LETPA claimed activities, as well as information on how to distinguish LETPA activities from others. The Information Bulletin will be issued concurrently or soon after the release of this NOFO.

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, **operational overtime costs are allowable** for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. For more information about operational overtime costs, see Section D.14.f of this NOFO and the Preparedness Grants Manual.

**4. Cost Share or Match**

There is no cost share or match requirement for the FY 2023 HSGP.

**D. Application and Submission Information**

**1. Key Dates and Times**

- a. ***Application Start Date:*** **02/27/2023**
- b. ***Application Submission Deadline:*** **05/18/2023 at 5 p.m. ET**

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

**FEMA will not review applications that are received after the deadline or consider these late applications for funding.** FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

**Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline.** Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” means prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or [NDGrants@fema.dhs.gov](mailto:NDGrants@fema.dhs.gov). The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Preparedness Officer or Grants Management Specialist. If applicants do not know who to contact, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

- c. ***Anticipated Funding Selection Date:*** **No later than 07/21/2023**
- d. ***Anticipated Award Date:*** **No later than 09/30/2023**
- e. ***Other Key Dates***

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Initial registration in SAM.gov includes UEI issuance	Four weeks before actual submission deadline

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Registering in ND Grants	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting application in Grants.gov	Three days before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

## 2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

## 3. Address to Request Application Package

See the Preparedness Grants Manual for requesting and submitting an application.

Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

## 4. Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

- 1) Be registered in SAM.gov before application submission;
- 2) Provide a valid Unique Entity Identifier (UEI) in its application; and
- 3) Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process if selected for award.

## 5. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](https://login.gov);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Register in ND Grants
- i. Submit an initial application in Grants.gov;
- j. **Submit the final application in ND Grants, including electronically signing applicable forms;** and
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify an UEI number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov) and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain an UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

## 6. Electronic Delivery



DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

#### **7. How to Register to Apply through Grants.gov**

For information on how to register to apply through Grants.gov, please see the [Preparedness Grants Manual](#).

#### **8. How to Submit an Initial Application to FEMA via Grants.gov**

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants must submit the following forms:

- SF-424, Application for Federal Assistance; and
- Grants.gov Lobbying Form, Certification Regarding Lobbying.

For further information on how to submit an initial application via Grants.gov, please see the [Preparedness Grants Manual](#).

#### **9. Submitting the Final Application in ND Grants**

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see [Non-Disaster Grants Management System | FEMA.gov](#).

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.” The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under

the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

#### 10. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

#### 11. Content and Form of Application Submission

##### a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at [SF-424 Family | Grants.gov](#).

##### I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

##### II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants

- **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

**b. Program-Specific Required Forms and Information**

**I. IJ DEVELOPMENT: SHSP AND UASI**

As part of the FY 2023 HSGP application process for SHSP and UASI funds, applicants must develop formal IJs that address the proposed investments. Failure to fulfill all of the terms contained in this section will be considered by DHS/FEMA in its evaluation of the effectiveness of the IJs submitted to meet the minimum percent spend requirement for the National Priority Areas. Failure to sufficiently align projects to the National Priority Areas and meet the minimum percent spend requirement will result in funds being placed on hold until those issues are addressed.

FY 2023 SHSP and UASI applications must include one (1) IJ and at least one (1) respective project for each of the five National Priority Areas with a minimum spend requirement (Soft Targets/Crowded Places, Intelligence and Information Sharing, Countering Domestic Violent Extremism, Election Security, and Community Preparedness and Resilience) identified in this NOFO. Each of these IJs must also meet or exceed the minimum percent spend requirement based on the applicant’s SHSP and UASI allocation stated in this NOFO. **All projects associated with the minimum spend of a National Priority Area must be submitted in the same IJ.** SAAs may submit complete project-level information at the time of application but are not required to do so at the time of application. However, any SHSP or UASI application that does not include an IJ for each National Priority Area that meets the minimum spend requirement will have that funding placed on hold (up to the National Priority Area minimum percent and up to 30% of the total SHSP or UASI allocations) until those IJs and project-level details that sufficiently address the National Priority Areas are received and approved by DHS/FEMA.

Each IJ must *demonstrate* how proposed investments:

- Support terrorism preparedness; and
- Support building capability and/or closing capability gaps or sustaining capabilities identified in the community's THIRA/SPR process.

Each IJ must *explain* how the proposed investments will support the applicant's efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly and equitably to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

If not included in the application, SHSP and UASI recipients must submit complete project-level information for each SHSP and UASI IJ as part of the Biannual Strategy Implementation Report (BSIR) due by January 30, 2024. This includes IJs for the National Priority Areas.

DHS/FEMA will evaluate the effectiveness of the projects submitted in support of the National Priority Areas, either at the time of application or as part of the December 2023 BSIR due January 30, 2024. DHS/FEMA will not reduce FY 2023 HSGP awards based on the effectiveness review but will work with recipients to ensure compliance with the National Priority Area requirements based on the results of the effectiveness review. Recipients and subrecipients will not be permitted to expend funding under the National Priority Areas until the effectiveness of the proposed projects has been reviewed and confirmed by FEMA.

## **II. DEVELOPMENT OF INVESTMENTS AND PROJECTS: SHSP AND UASI**

- Applicants must propose at least 5 and may include up to 12 investments.
- Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP and UASI funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
  - Project name;
  - Project description;
  - Subrecipient name, if applicable;
  - Recipient type (e.g., state or local);
  - Project location (zip code of the primary location of the project);

- Primary core capability the project supports;
- Whether the project activities are shareable and deployable; and
- Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS's Protective Security Advisors and Cybersecurity Advisors, when developing their IJs.

### III. NATIONAL PRIORITY AREA INVESTMENTS: SHSP AND UASI

States are encouraged to review the Strategic Framework for Countering Terrorism and Targeted Violence when developing investments.

- **Soft Targets/Crowded Places (3%)**

Soft targets and crowded places are increasingly appealing to terrorists and other violent extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other violent extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, polling places, and similar facilities.

The malicious use of unmanned aircraft systems poses a threat to the safety and security of the American people, communities, and institutions. Technologies to detect or mitigate unmanned aircraft systems are an allowable use under the HSGP in accordance with the Domestic Counter-Unmanned Aircraft Systems (UAS) National Action Plan. Recipients should ensure that, prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, they seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws which may apply to the use of such technologies.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the state's and high-risk urban area's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. States are also encouraged to engage DHS' Protective Security Advisors' security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when allocating grant funding.

Additional resources and information regarding securing soft targets and crowded places are available through the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology.

- **Information and Intelligence Sharing (3%)**

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, tribal, and territorial governments and private sector partners. Cooperation and information sharing among state, local, tribal, territorial, and federal partners across all areas of the homeland security enterprise, including counterterrorism, while upholding privacy, civil rights, and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and response to acts of terrorism, and other threats to life and criminal acts of targeted violence. Counterterrorism includes both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state's and high-risk urban area's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for information sharing and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

- **Domestic Violent Extremism (3%)**

As stated in the Homeland Threat Assessment October 2020, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including leveraging lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the state's and high-risk urban area's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding domestic violent extremism are available through [Center for Prevention Programs and Partnerships | Homeland Security \(dhs.gov\)](#).

- **Cybersecurity (no minimum percent)**

Today's world is more interconnected than ever before, but with increased connectivity comes increased risk of our adversaries, including terrorists, exploiting cyber vulnerabilities and weaknesses to disrupt our way of life. While not required, applicants are encouraged to submit an investment related to their ongoing or near-term high priority cybersecurity projects. The investment will be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2023 HSGP grant awards will be required to complete the 2023 [Nationwide Cybersecurity Review \(NCSR\)](#), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2023 NCSR is estimated to be open from October 2023 through February 2024.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds and is taken once for each fiscal year award. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see [IB 439](#).

Additional resources and information regarding cybersecurity and cybersecurity performance goals are available through the [Cybersecurity and Infrastructure Security Agency, Cross-Sector Cybersecurity Performance Goals | CISA](#), and the [National Institute of Standards and Technology](#).

- **Community Preparedness and Resilience (3%)**

Community organizations are the backbones of American civic life, both during "blue skies" and in the aftermath of terrorist attacks. Community organizations, such as

homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers must have the capabilities to withstand acts of terrorism and provide essential services, especially to members of underserved communities, in the aftermath of an attack. In addition, individual citizens and volunteer responders, such as Community Emergency Response Teams, are often the first on the scene after a terrorist attack. The ability of these volunteers to provide assistance to their fellow citizens prior to the arrival of professional first responders is paramount to a community's resilience. FEMA's 2022 National Household Survey recorded a 4% decline in the number of Americans that have taken at least three preparedness actions to bolster individual and household resilience. In addition, the COVID-19 pandemic has placed a significant burden on community-based organizations such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers to continue to provide key services during and after disasters, including acts of terrorism. This National Priority Area will bolster community preparedness and resilience by investing in local, community-driven capabilities.

Additionally, equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as well as reflect the historical context of specific groups of people. To that end, states, territories, and high-risk urban areas are strongly encouraged to explore how SHSP- and UASI-funded activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster.

The focus on equity and investing in strategies that meet the needs of underserved communities will strengthen the whole of community system of emergency management. Substantial and ongoing prioritization of, and investment in, underserved communities is essential for the entire system to be effective and efficient. Engaging the whole community requires all members of the community to be part of the emergency management team, including representatives of underserved communities, diverse community members, social and community service groups and institutions, faith-based and disability advocacy groups, academia, professional associations, the private and nonprofit sectors, and government agencies that may not traditionally have been directly involved in emergency management. The whole community includes children; older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals including household pets and service animals.

These factors underpin the requirement that at least one investment must be in support of the state's and urban area's efforts to address community preparedness and resilience. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for community preparedness and resilience and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding community preparedness and resilience are available through Individuals and Communities | FEMA.gov.



- **Election Security (3%)**

In January 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes that the United States' election infrastructure is of such vital importance to the American way of life that its incapacitation or destruction would have a devastating effect on the country. Securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and ensuring an election free from foreign interference are national security priorities. Threats to election systems are constantly evolving, so defending these systems requires constant vigilance, innovation, and adaptation. As such, at least one investment must be in support of the state's and high-risk urban area's efforts to enhance physical election security and/or cyber election security. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for election security and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

The SAA ***must*** include the State's Chief Election Official for all projects and matters related to the election security National Priority Area. **Any activities proposed that could be used to suppress voter registration or turnout will not be approved.**

Additional resources and information regarding election security are available through the Cybersecurity and Infrastructure Security Agency.

#### IV. DEVELOPMENT OF FUSION CENTER PROJECTS: SHSP AND UASI

Each applicant must identify a fusion center project that will:

- Indicate alignment to a designated Fusion Center; and
- Provide both a brief narrative description and funding itemization for the proposed project activities that directly support the designated fusion center.

The descriptive narrative and the financial itemization should align improvement or sustainment requests with fusion center activities as they relate to the Fusion Center Performance Measures found in the Preparedness Grants Manual.

##### ***Sample Fusion Center Funding Itemization***

A sample project description and funding itemization are below. For the itemized projects, clearly identify the anticipated fusion center performance improvement or sustainment as a result of the proposed funding.

*The X Fusion enhancement project will fund:*

- *Salaries, benefits, and training for X number of Fusion Center intelligence analysts*
- *Travel costs associated with fusion center analyst training*
- *This project will directly sustain the Center's current capabilities and performance and directly aligns with performance measures 2023.XXX*
- *We anticipate seeing an improvement in the quality and quantity of analytic production and responses to requests for information as a direct result of the funding of this project*

The funding itemization for a fusion center project should include the amount and percent of each relevant solution area. As an example:

<i>Solution Area and Amount of Proposed Funding</i>		<i>Percent of Proposed Funding</i>
<i>Planning:</i>	<i>\$10,000</i>	<i>2%</i>
<i>Organization:</i>	<i>\$200,000</i>	<i>48%</i>
<i>Equipment:</i>	<i>\$200,000</i>	<i>48%</i>
<i>Training:</i>	<i>\$10,000</i>	<i>2%</i>
<i>Exercises:</i>	<i>\$0</i>	<i>0%</i>
<b><i>Total:</i></b>	<b><i>\$420,000</i></b>	<b><i>100%</i></b>

#### V. COMPLETING IJS IN THE GRANT REPORTING TOOL (GRT): SHSP AND UASI

In the Related Documents section of the [Grants.gov](https://www.grants.gov) posting, applicants can find the IJ template and instructions for collecting the required information for investments and projects. Additionally, applicants should utilize the Project Worksheet located in [Grants.gov](https://www.grants.gov) posting to assemble the information required for each project, which will facilitate the input of that information into the GRT.

Applicants must ensure the appropriate National Priority Area “Investment Type” (*Overview Tab – Investment Information Section*) is selected for the corresponding National Priority Area.

#### VI. DEVELOPMENT OF CONCEPT OF OPERATIONS FOR OPSG

As part of the FY 2023 OPSG application process, each eligible local unit of government at the county or federally recognized tribal government level must develop a strategic plan called a Concept of Operations (CONOP)/Application, which is a formal proposal of action to address a specific situation and forms the basis for Operations Orders, in coordination with state and federal law enforcement agencies, to include, but not limited to CBP/USBP. CONOPs that are developed at the county level should be inclusive of city, county, tribal, and other local law enforcement agencies that are eligible to participate in OPSG operational activities, and the CONOP/Application should describe participating agencies in the Executive Summary.

CONOP/Application details should include the names of the agencies, points of contact, and individual funding requests. All CONOPs/Applications must be developed in collaboration with the local USBP sector office, the SAA, and the local unit of government. Requests for funding in CONOPs/Applications must be based on risks and the operational enforcement support requirements of its corresponding USBP Sector, as well as the national priorities identified below. USBP Sector offices will forward the CONOPs to USBP Headquarters for vetting and coordination. Applicants will forward corresponding OPSG Applications to the SAA for submission to FEMA. USBP Headquarters will reconcile all submitted CONOPs with the OPSG Applications. FEMA will review and evaluate all CONOPs and OPSG Applications and funding will be allocated based on the review and selection criteria identified in this NOFO.

**OPSG Applicants will be required to clearly articulate and identify how the CONOPs will address the national priority identified below:**

- **Information and Intelligence Sharing and Cooperation**

Effective border security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space.

Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. One critical, statutorily required mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas, while upholding privacy, civil rights and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, the CONOP must support the recipient's efforts to enhance information sharing and cooperation with DHS and other federal agencies. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the OPSG program and a culture of national preparedness.

Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

## **VII. DETAILED Budget**

Applicants must provide budget summary worksheets for all funds requested at the time of application. The budget summary worksheets must be complete, reasonable, and cost-effective in relation to the proposed project and should provide the basis of computation of all project-related costs (including management and administrative costs) and any appropriate narrative. FEMA must be able to thoroughly evaluate the projects being submitted based on the information provided. FEMA must be able to determine how much funding is being passed through to subrecipients for each sub-program (UASI, SHSP, OPSG). Consequently, applicants must provide an appropriate level of detail within the budget summary worksheets to clarify what will be purchased and spent. Sample budget summary worksheets are available on the grants.gov posting for the HSGP in the Related Documents tab and may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

## **12. Other Submission Requirements**

### **Fusion Center Investments**

Of the proposed SHSP- and UASI-funded investments, one single project must be in support of a designated fusion center. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop the fusion center projects below and in the Preparedness Grants Manual.

### **Emergency Communications Investments**

All emergency communications investments must describe how such activities align with needs identified in their Statewide Communication Interoperability Plan (SCIP). Recipients must coordinate with their Statewide Interoperability Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. Effective project alignment will require advance coordination with the SWIC and consultation with governing bodies such as the SIGB or Statewide Interoperability Executive Committee, as they serve as the primary steering group for the statewide interoperability strategy. Additionally, recipients should consult subject matter experts serving on governance bodies, such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts, when developing proposals. The investment name must include the words “emergency communications” to easily identify any emergency communications investments.

### **13. Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their state’s Single Point of Contact (SPOC) to comply with the state’s process under Executive Order 12372 (See Executive Orders | National Archives and Intergovernmental Review (SPOC List) (whitehouse.gov)).

### **14. Funding Restrictions and Allowable Costs**

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. See 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the Preparedness Grants Manual, and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. See the Preparedness Grants Manual for more information on funding restrictions and allowable costs.

#### **a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services***

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Guidance is available at Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services, FEMA Policy #405-143-1, or superseding document.

Additional guidance is available at Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (fema.gov).

**Effective August 13, 2020**, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### **I. REPLACEMENT EQUIPMENT AND SERVICES**

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.

#### **II. DEFINITIONS**

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471.

**b. *Pre-Award Costs***

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

**c. *Management and Administration (M&A) Costs***

M&A costs are allowed. Recipients may use a maximum of up to 5% of HSGP funds awarded for their M&A, and any funds retained are to be used solely for M&A purposes associated with the HSGP award. Subrecipients may also use a maximum of up to 5% of the funding passed through by the state solely for M&A purposes associated with the HSGP award. M&A activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. M&A requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes, responding to official informational requests from state and federal oversight authorities, including completing the Civil Rights Evaluation Tool as required by DHS, and grant performance measurement or evaluation activities. Please see the [Preparedness Grants Manual](#) for additional information on direct costs.

Recipients or subrecipients may apply or credit M&A funding toward the recipient's requirement to allocate funding toward the National Priority Areas. For example, if a recipient spends \$5,000 to manage or administer its funding dedicated toward its soft targets/crowded places investment, the recipient may credit that funding toward its requirement to allocate at least 3% of its award to the enhancing the protection of soft targets and crowded places National Priority Area.

A state's HSGP funds for M&A calculation purposes includes the total of its SHSP, UASI, and OPSG awards. While the SAA may retain up to 5% of this total for M&A, the state must still ensure that all subrecipient award amounts meet the mandatory minimum pass-through requirements that are applicable to each HSGP program. To meet this requirement, the percentage of SHSP and UASI funds passed through to local or tribal jurisdictions must be based on the state's total HSGP award prior to withholding any M&A.

In retaining these funds, states may retain a maximum of 2.5% of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5% of the OPSG award. Examples applying this principle:

SAA 1:

Total award: \$6,000,000

SHSP: \$1,000,000 OPSG: \$2,500,000 UASI: \$2,500,000

M&A Maximum: \$300,000 (5% of \$6,000,000)

Maximum M&A for SHSP = \$50,000

Maximum M&A for OPSG = \$125,000. Of that amount, \$62,500 (2.5%) may be retained from the OPSG allocation, and the other \$62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$50,000 available to manage the SHSP allocation.

Maximum M&A for UASI = \$125,000

SAA 2:

Total award: \$4,500,000

SHSP: \$3,500,000 OPSG: \$1,000,000

M&A Maximum: \$225,000 (5% of \$4,500,000)

Maximum M&A for SHSP = \$175,000

Maximum M&A for OPSG = \$50,000. Of that amount, \$25,000 (2.5%) may be retained from the OPSG allocation, and the other \$25,000 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$175,000 available to manage the SHSP allocation.

HSGP recipients are also reminded that any M&A charged to a recipient's or subrecipient's UASI funding must be directly allocable to administration of the UASI grant program and cannot be used to cover M&A costs that are directly allocable to SHSP or OPSG funding. Similarly, any M&A charged to a recipient's or subrecipient's SHSP or OPSG funding cannot be used to cover M&A costs directly allocable to UASI funding.

Please note, IB 365: Management and Administration Costs in the Homeland Security Grant Program and DHS/FEMA Policy 207-087-1 **do not apply to awards made in FY 2023 under this NOFO**. Please also reference IB 416 for additional clarification on OPSG M&A, but to the extent that there is any conflict between IB 416 and this NOFO, the requirements of this NOFO will apply to FY 2023 awards made under this NOFO.

**d. *Indirect Facilities & Administrative (F&A) Costs***

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grants Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

**e. *Funds Transfer Restrictions***

The recipient is prohibited from transferring funds between programs (includes SHSP, UASI, and OPSG). Recipients can submit an investment/project where funds come from multiple funding sources (e.g., SHSP and UASI), however, recipients are not allowed to divert funding from one program to another due to the risk-based funding allocations, which were made at the discretion of DHS/FEMA.

**f. *Other Direct Costs*****I. **PLANNING****

Planning costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

**II. **ORGANIZATION****

Organization costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

**III. **EQUIPMENT****

Equipment costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

- General Purpose Equipment**

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC<sup>3</sup> and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose

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<sup>3</sup>Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.



equipment may include:

- Law enforcement/general use vehicles (OPSG only);
- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as computer aided dispatch (CAD) and record management systems (RMS); and
- Office equipment for staff<sup>4</sup> engaged in homeland security program activity.

- **Controlled Equipment**

For decades, the federal government has provided equipment to state, local, and tribal law enforcement agencies (LEAs) through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. As noted in Section B of FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards, certain equipment is prohibited and is not allowable under HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.<sup>5</sup>

For some controlled equipment that is allowable under the HSGP, additional documentation, justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties. Contact your Preparedness Officer if you have questions concerning HSGP requirements for controlled equipment requests.

Grant funds under this program must comply with the aforementioned FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards. As per this FEMA Policy, excepted or controlled equipment must remain in the possession of the original FEMA grant recipient and may not be transferred. The use of controlled equipment under a

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<sup>4</sup>This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.

<sup>5</sup> FEMA issued Policy 207-22-0002 in response to Executive Order (EO) 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, which President Joseph R. Biden issued on May 25, 2022. EO 14074 directs the DHS to prohibit the use of grant funding to purchase certain types of military equipment by state, local, tribal, and territorial law enforcement agencies and to comply with and implement the recommendations stemming from EO 13688, which established prohibited equipment and controlled equipment lists.

Memorandum of Understanding or other regional sharing agreement (see Section D.6 of this FEMA Policy) does *not* constitute a transfer of controlled equipment.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on controlled equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to controlled equipment expenditures and keep grant recipients up to date on future developments.

#### **IV. TRAINING**

Training costs are allowed under this program. Please see the Preparedness Grants Manual for more information. Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the National Preparedness Course Catalog at NTED.

#### **V. EXERCISES**

Exercise costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

#### **VI. PERSONNEL**

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including SHSP, UASI, and OPSG allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA IB 421b, Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act. Please see the Preparedness Grants Manual for more information.

#### **VII. OPERATIONAL OVERTIME**

Operational overtime costs are allowed under this program. Prior to use of funds for operational overtime, recipients must receive approval from DHS/FEMA. Operational overtime costs are also subject to the 50% personnel cap. For more information on the 50% personnel cap, please see FEMA IB 421b. For more information about operational overtime costs for SHSP, UASI, and OPSG, please see the Preparedness Grants Manual.

#### **Operational Overtime Costs for SHSP and UASI**

As stated in the Preparedness Grants Manual, in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. SHSP or UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories in the authorized categories outlined in the Preparedness Grants Manual. FEMA retains the

discretion to approve other types of requests that do not fit within one of these categories.

Except for an elevated National Terrorism Advisory (NTAS) alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. *Post-event operational overtime requests will only be considered on a case-by-case basis*, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.

#### **Operational Overtime Costs for OPSG**

As stated in the Preparedness Grants Manual, OPSG funds should be used for operational overtime costs associated with law enforcement activities in support of border law enforcement agencies for enhanced border security. Overtime shall be reimbursed consistent with the non-federal entity's overtime policy and the requirements as stated in the Preparedness Grants Manual.

#### **VIII. TRAVEL**

Domestic travel costs are allowed under this program, as provided for in this NOFO and in the Preparedness Grants Manual. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

#### **IX. CONSTRUCTION AND RENOVATION**

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit SF-424C and SF-424D.

All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. Please see the Preparedness Grants Manual for more information.

#### **X. MAINTENANCE AND SUSTAINMENT**

Maintenance- and sustainment-related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees, are allowable. Please see the Preparedness Grants Manual for more information.

#### **XI. CRITICAL EMERGENCY SUPPLIES**

Critical emergency supplies are allowed under this program. Please see the Preparedness Grants Manual for more information.

#### **XII. SECURE IDENTIFICATION**

Secure Identification costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

**Allowable Cost Matrix**

The following matrix provides allowable cost activities that fall under each of the cost categories noted above. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ FEMA Preparedness Officer. For additional information on allowable costs, see the Preparedness Grants Manual.

Allowable Program Activities	SHSP	UASI	OPSG
<b>Allowable Planning Costs</b>			
Developing hazard/threat-specific annexes	Y	Y	N
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y	Y	N
Developing related terrorism and other catastrophic event prevention activities	Y	Y	N
Developing and enhancing plans and protocols	Y	Y	N
Developing or conducting assessments	Y	Y	N
Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities	Y	Y	N
Materials required to conduct planning, engagement, and volunteer management activities	Y	Y	N
Travel/per diem related to planning, engagement, and volunteer management activities	Y	Y	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y	Y	Y
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	Y	N	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y	Y	N
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y	Y	N
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs	Y	Y	N
Update governance structures and processes and plans for emergency communications	Y	Y	N
Development, and review and revision of continuity of operations plans	Y	Y	N
Development, and review and revision of the THIRA/SPR and continuity of operations plans	Y	Y	N
Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities	Y	Y	N
<b>Allowable Organizational Activities</b>			
<b>Note:</b> Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.			
Program management	Y	Y	N
Development of whole community partnerships	Y	Y	N
Structures and mechanisms for information sharing between the public and private sector	Y	Y	N
Implementing models, programs, and workforce enhancement initiatives	Y	Y	N

<b>Allowable Program Activities</b>	<b>SHSP</b>	<b>UASI</b>	<b>OPSG</b>
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y	Y	N
Operational support	Y	Y	N
Utilization of standardized resource management concepts	Y	Y	N
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y	Y	N
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50% of the allocation)	Y	Y	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50% of the allocation)	Y	Y	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of the allocation).	Y	Y	Y
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	Y	Y	N
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	Y	Y	N
Cost of migrating online services to the “.gov” domain	Y	Y	N
<b>Allowable Equipment Categories</b>			
Personal Protective Equipment	Y	Y	Y
<b>Allowable Equipment Categories</b>			
Explosive Device Mitigation and Remediation Equipment	Y	Y	N
CBRNE Operational Search and Rescue Equipment	Y	Y	N
Information Technology	Y	Y	Y
Cybersecurity Enhancement Equipment	Y	Y	N
Interoperable Communications Equipment	Y	Y	Y
Detection	Y	Y	Y
Decontamination	Y	Y	N
Medical countermeasures	Y	Y	Y
Power (e.g., generators, batteries, power cells)	Y	Y	Y
CBRNE Reference Materials	Y	Y	N
CBRNE Incident Response Vehicles	Y	Y	N
Terrorism Incident Prevention Equipment	Y	Y	Y
Physical Security Enhancement Equipment	Y	Y	Y
Inspection and Screening Systems	Y	Y	Y
Animal Care and Foreign Animal Disease	Y	Y	N
CBRNE Prevention and Response Watercraft	Y	Y	N
CBRNE Prevention and Response Unmanned Aircraft	Y	Y	N
CBRNE Aviation Equipment	Y	Y	N
CBRNE Logistical Support Equipment	Y	Y	N
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y	Y	Y
Critical emergency supplies	Y	Y	N
General use vehicle acquisition, lease, and rental	N	N	Y
Specialized vehicle acquisition, lease, and rental	Y	Y	Y
Other Authorized Equipment	Y	Y	Y
<b>Allowable Training Costs</b>			
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y	Y	N
Training workshops and conferences	Y	Y	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	Y
Travel	Y	Y	Y
Supplies	Y	Y	N
Instructor certification/re-certification	Y	Y	N
Coordination with Citizen Corps Councils and CERT in conducting training exercises	Y	Y	N
Preparedness training for community preparedness initiatives and programs	Y	Y	N
Interoperable communications training	Y	Y	N
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
Immigration enforcement training	Y	Y	Y
<b>Allowable Exercise Related Costs</b>			
Design, Develop, Conduct, and Evaluate an Exercise	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	N
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y	Y	N
Implementation of HSEEP	Y	Y	N
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y	Y	N
Travel	Y	Y	N
Supplies	Y	Y	N
Interoperable communications exercises	Y	Y	N
<b>Allowable Exercise Related Costs</b>			
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
<b>Allowable M&amp;A Costs</b>			
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y	Y	Y
Overtime and backfill costs	Y	Y	Y
Travel	Y	Y	Y
Meeting related expenses	Y	Y	Y
Authorized office equipment	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	Y	Y	N
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	N
Completing the Civil Rights Evaluation Tool	Y	Y	Y
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	Y	Y	Y
<b>LETPA Costs</b>			
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	Y	Y	N
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism	Y	Y	N
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	Y	Y	N
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology	Y	Y	N
Coordination between fusion centers and other operational analytic, and investigative efforts	Y	Y	N
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	Y	Y	N
Implementation of the "If You See Something, Say Something®" campaign	Y	Y	N
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure locations	Y	Y	N

## **E. Application Review Information**

### **1. Application Evaluation Criteria**

#### **a. Programmatic Criteria**

##### **I. RISK METHODOLOGY**

The risk methodology determines the relative risk of terrorism faced by a given area considering the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. See the Preparedness Grants Manual for additional information on the risk methodology.

NOTE: The THIRA/SPR process is separate from the risk methodology and its results do not affect grant allocations.

The Risk Methodology is used to inform allocations under HSGP. For more information on the SHSP, UASI, and OPSG allocation processes, please see Section B.1 of this NOFO, "Available Funding for the NOFO."

##### **II. APPLICATION EVALUATION CRITERIA**

FEMA will evaluate the FY 2023 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA's review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted National Priority Area-aligned IJs and projects to ensure they meet the minimum spend requirements. Additional information on how the National Priority Area IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.

**b. *Financial Integrity Criteria***

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability;
- ii. Quality of management systems and ability to meet management standards;
- iii. History of performance in managing federal award;
- iv. Reports and findings from audits; and/or
- v. Ability to effectively implement statutory, regulatory, or other requirements.

**c. *Supplemental Financial Integrity Criteria and Review***

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity



and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).

- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

## **2. Review and Selection Process**

### **a. *SHSP and UASI***

All proposed investments will undergo a federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO. The federal review will be conducted by FEMA HQ Preparedness Officers. FEMA HQ Preparedness Officers will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Recipients must be able to demonstrate how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. IJs will be reviewed at both the investment and project level.

Emergency communications investments will be jointly reviewed by FEMA and CISA's Emergency Communications Division (ECD) to verify compliance with SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance). FEMA and ECD will coordinate directly with the recipient on any compliance concerns and will provide technical assistance as necessary to help ensure full compliance.

### **Additional Effectiveness Evaluation Criteria for the National Priority Areas**

FEMA will evaluate the FY 2023 HSGP IJs and projects submitted in support of the National Priority Areas for anticipated effectiveness. FEMA's review will include verification that each IJ or project meets the National Priority Area required spend percentages.

Cybersecurity investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Soft Targets/Crowded Places investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Information Sharing and Cooperation Investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

For additional information on Fusion Center requirements, please see the Preparedness Grants Manual.

Domestic violent extremism investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, DHS Center for Prevention Programs and Partnerships, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Community preparedness and resilience investments will be reviewed by DHS/FEMA and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Election security investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness. This includes factors such as the objectives and strategies proposed to address the priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process, and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations.

For applicants that elect to submit IJs and project-level details for the National Priority Areas at the time of application, effectiveness will be evaluated prior to award. If the projects are found to not sufficiently align with the National Priority Area(s), applicants may have funds placed on hold (up to 30%) until the projects are revised to satisfactorily address the National Priority Areas.

For applicants that elect to submit IJs and project-level details for the National Priority Areas as part of the December 2023 BSIR, they will have funds placed on hold in the amount of 30%. The hold will be released only after their December 2023 BSIR submission has been reviewed, and projects related to the National Priority Areas deemed in alignment by DHS/FEMA.

**SAAs are still required to meet pass-through requirements even if funds are on hold related to the National Priority Areas.**

To that end, IJs should include:

- How the proposed investment addresses the National Priority Area;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable; and
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

For FY 2023 SHSP and UASI investments and projects related to the National Priority Areas, effectiveness will be evaluated based on the following four factors:

- Investment Strategy (40%): Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.
- Budget (20%): Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- Impact/Outcomes (40%): Proposals will be evaluated on how the investment helps the jurisdiction close capability gaps identified in its SPR and addresses the relevant National Priority Area outlined in this NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
- Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

**b. OPSG**

Applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact of the Operations Orders. For more information on Operations Orders and other requirements of OPSG, see the [Preparedness Grants Manual](#).

DHS/FEMA will verify compliance with all administrative and eligibility criteria identified in the NOFO and required submission of Operations Orders and Inventory of Operations Orders by the established due dates. DHS/FEMA and USBP will use the results of both the risk analysis and the federal review by DHS/FEMA to make recommendations for funding to the Secretary of Homeland Security.

FY 2023 OPSG funds will be allocated among the eligible jurisdictions based on risk-based prioritization using the OPSG Risk Assessment described above. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department. Factors considered include, but are not limited to threat, vulnerability, miles of the border, and other border-specific law enforcement intelligence, as well as the feasibility of FY 2023 Operations Orders to designated localities within border states and territories.

## **F. Federal Award Administration Information**

### **1. Notice of Award**

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO and the Preparedness Grants Manual as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at [Non-Disaster Grants Management System | FEMA.gov](#) along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

See the [Preparedness Grants Manual](#) for information on Notice of Award.

### **2. Pass-Through Requirements**

Awards made to the SAA for HSGP carry additional **statutorily mandated** pass-through requirements. Pass-through is defined as an obligation on the part of the SAA to make funds available to local units of government, combinations of local units, tribal governments, or other specific groups or organizations. These entities are defined at 6 U.S.C. § 101(13) as:

- A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government.
- An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation.
- A rural community, unincorporated town or village, or other public entity.

**Four criteria must be met to pass-through grant funds:**

- The SAA must make a firm written commitment to passing through grant funds to subrecipients;
- The SAA's commitment must be unconditional (i.e., no contingencies for the availability of SAA funds);
- There must be documentary evidence (i.e., award document, terms, and conditions) of the commitment; and
- The award terms must be communicated to the subrecipient.

#### **Timing and Amount**

The SAA must pass-through at least 80% of the funds awarded under SHSP and UASI to the above-defined local or tribal units of government within 45 calendar days of receipt of the funds. "Receipt of the funds" occurs either when the SAA accepts the award or 15 calendar days after the SAA receives notice of the award, whichever is earlier.

SAA's are sent notification of HSGP awards via the GPD's ND Grants system. If an SAA accepts its award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45 calendar days pass-through period will start on the date the SAA accepted the award. Should an SAA not accept the HSGP award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45 calendar days pass-through period will begin 15 calendar days after the award notification is sent to the SAA via the ND Grants system.

It is important to note that the period of performance start date does not directly affect the start of the 45 calendar days pass-through period. For example, an SAA may receive notice of the HSGP award on August 25, 2023, while the period of performance dates for that award September 1, 2023, through August 31, 2026. In this example, the 45-day pass-through period will begin on the date the SAA accepts the HSGP award or September 9, 2023 (15 calendar days after the SAA was notified of the award), whichever date occurs first. The period of performance start date of September 1, 2023 would not affect the timing of meeting the 45-calendar day pass-through requirement.

#### **Other SHSP and UASI Pass-Through Requirements**

The signatory authority of the SAA must certify in writing to DHS/FEMA that pass-through requirements have been met. **A letter of intent (or equivalent) to distribute funds is not considered sufficient.** A letter of intent is not a firm commitment and if issued before FEMA makes the award, then a letter of intent is also not unconditional since it is inherently conditioned on receipt of funds.

The pass-through requirement does not apply to SHSP awards made to the District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, or the Commonwealth of the Northern Mariana Islands. **The Commonwealth of Puerto Rico is required to comply with the pass-through requirement**, and its SAA must also obligate at least 80% of the funds to local units of government within 45 calendar days of receipt of the funds.

Under SHSP, the SAA may retain more than 20% of funding for expenditures made by the

state on behalf of the local unit(s) of government, such as expenditures by the state in order to pass through goods or services to local unit(s) of government in lieu of cash. This may occur only with the written consent, such as a Memorandum of Understanding, between the SAA and the local unit(s) of government. Separate written consent is necessary for each local unit of government in which more than 20% of funding is retained on their behalf by the state. The written consent must specify the amount of funds to be retained and the intended use of funds, including whether any goods or services will be passed through in lieu of cash. It must also be signed by authorized representatives of both the state and the local unit of government.

States shall review their written consent agreements yearly and ensure that they are still valid. If a written consent agreement is already in place from previous fiscal years, DHS/FEMA will continue to recognize it for FY 2023, unless the written consent review indicates the local government is no longer in agreement. If modifications to the existing agreement are necessary, the SAA should contact their assigned FEMA HQ Preparedness Officer.

However, even if a written consent agreement is in place from previous fiscal years, **the SAA must still initially carry out the pass-through documentation for its FY 2023 award and comply with the four pass-through criteria described above before the written consent agreement can take effect for purposes of the FY 2023 funding.**

#### **Additional OPSG Requirements**

The recipient is prohibited from obligating or expending funds provided through this award until each unique and specific county-level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved through an official electronic mail notice issued by DHS/FEMA removing this special programmatic condition.

### **3. Administrative and National Policy Requirements**

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

In addition to the information regarding DHS Standard Terms and Conditions and Ensuring the Protection of Civil Rights, see the Preparedness Grants Manual for additional information on administrative and national policy requirements, including:

- EHP Compliance;
- FirstNet;
- NIMS Implementation; and
- SAFECOM Guidance.

#### **a. *DHS Standard Terms and Conditions***

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

**b. *Ensuring the Protection of Civil Rights***

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at External Civil Rights Division | FEMA.gov.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

**c. *Environmental Planning and Historic Preservation (EHP) Compliance***

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See Executive Order (EO) 14030, Climate-Related Financial Risk and FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs (Interim) (fema.gov).

All GPD actions, including grant-funded actions, must comply with National Flood Insurance Program criteria or any more restrictive federal, state, or local floodplain

management standards or building code (44 CFR § 9.11(d)(6)). All GPD-funded non-critical actions in 1% annual chance floodplains (also known as 100-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the lower of:

- Two feet above the 1% annual chance flood elevation (also known as the base flood elevation), in accordance with the Federal Flood Risk Management Standard (FFRMS) “Freeboard Value Approach” (FVA); or
- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least two feet above the 1% annual chance flood elevation.

All GPD-funded critical actions in 0.2% annual chance floodplains (also known as 500-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the higher of:

- Three feet above the 1% annual chance flood elevation; or
- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least three feet above the 1% annual chance flood elevation.

See EO 11988, Floodplain Management, as amended by EO 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input.

**Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.** The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at FEMA Form. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1.



**d. *National Incident Management System (NIMS) Implementation***

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at [NIMS Components - Guidance and Tools | FEMA.gov](#).

FEMA developed the [National Incident Management System Guideline for the National Qualification System](#) to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at [National Incident Management System | FEMA.gov](#).

**e. *Emergency Communications Investments***

If an entity uses HSGP funding to support emergency communications investments, the following requirements shall apply to all such grant-funded communications investments in support of the emergency communications priorities and recognized best practices:

- The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the [SAFECOM Guidance](#). The certification letter should be coordinated with the SWIC for each state and must be uploaded to ND Grants at the time of the first Program Performance Report submission.
- All states and territories must designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. Note that the designated full-time SWIC may also be the state's or territory's cybersecurity point of contact. SWIC status

information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

- By the period of performance end date, all states and territories must update the SCIP, with a focus on communications resilience/continuity, to include assessment and mitigation of all potential risks identified in the SCIP: natural disasters, accidental damage (human failures), intentional damage (sabotage, terrorism), cybersecurity, etc. Following the initial update, the SCIP should be updated on an annual basis. SCIP status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

All states and territories must test their emergency communications capabilities and procedures (as outlined in their operational communications plans) in conjunction with regularly planned exercises (separate/addition emergency communications exercises are not required). Exercises should be used to both demonstrate and validate skills learned in training and to identify gaps in capabilities. Resilience and continuity of communications should be tested during training and exercises to the greatest extent possible. Further, exercises should include participants from multiple jurisdictions, disciplines, and levels of government and include emergency management, emergency medical services, law enforcement, interoperability coordinators, public health officials, hospital officials, officials from colleges and universities, and other disciplines and private sector entities, as appropriate. Findings from exercises should be used to update programs to address gaps in emergency communications as well as emerging technologies, policies, and partners. Recipients are encouraged to increase awareness and availability of emergency communications exercise opportunities across all levels of government.

States, territories, and other eligible grant recipients are advised that HSGP funding may be used to support communications planning (including the cost of hiring a SWIC, participation in governance bodies and requirements delineated above), training, exercises, and equipment costs. Costs for transitioning to the FirstNet network may also be eligible. More information regarding FirstNet can be found in the [Preparedness Grants Manual](#).

#### **4. Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

See the [Preparedness Grants Manual](#) for information on reporting requirements.

#### **5. Monitoring and Oversight**

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program.

Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award. Failure to respond in this manner may result in funding holds on current and future awards until the requested information is provided.

See the Preparedness Grants Manual for information on monitoring and oversight.

## **G. DHS Awarding Agency Contact Information**

### **1. Contact and Resource Information**

#### **a. *Program Office Contact***

FEMA has assigned state-specific Preparedness Officers for the HSGP. If you do not know your Preparedness Officer, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by email at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

#### **b. *Centralized Scheduling and Information Desk (CSID)***

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at [askcsid@fema.dhs.gov](mailto:askcsid@fema.dhs.gov), Monday through Friday, 9:00 AM – 5:00 PM ET.

#### **c. *Grant Programs Directorate (GPD) Award Administration Division***

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

#### **d. *Equal Rights***

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to [FEMA-CivilRightsOffice@fema.dhs.gov](mailto:FEMA-CivilRightsOffice@fema.dhs.gov).

#### **e. *Environmental Planning and Historic Preservation***

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.dhs.gov](mailto:gpdehpinfo@fema.dhs.gov).

### **2. Systems Information**

#### **a. *Grants.gov***

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at [support@grants.gov](mailto:support@grants.gov).

**b. *Non-Disaster (ND) Grants***

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at [Non-Disaster Grants Management System | FEMA.gov](#).

**c. *Payment and Reporting System (PARS)***

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email [ask-GMD@fema.dhs.gov](mailto:ask-GMD@fema.dhs.gov).

**H. Additional Information**

GPD has developed the [Preparedness Grants Manual](#) to guide applicants and recipients of grant funding on how to manage their grants and other resources. Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual for further information. Examples of information contained in the [Preparedness Grants Manual](#) include:

- Actions to Address Noncompliance
- Audits
- Case Studies and Use of Grant-Funded Resources During Real-World Incident Operations
- Community Lifelines
- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Disability Integration
- National Incident Management System
- Payment Information
- Period of Performance Extensions
- Procurement Integrity
- Record Retention
- Whole Community Preparedness
- Other Post-Award Requirements

**1. *Termination Provisions***

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

**a. *Noncompliance***

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a

Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO or in the Preparedness Grants Manual.

**b. *With the Consent of the Recipient***

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

**c. *Notification by the Recipient***

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

**2. Program Evaluation**

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation.

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) during the award.

**3. Period of Performance Extensions**

Extensions to the period of performance for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with

the FEMA Preparedness Officer as needed when preparing an extension request. Please see the Preparedness Grants Manual for more information.

#### **4. Financial Assistance Programs for Infrastructure**

##### **a. *Build America, Buy America Act***

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov and Build America, Buy America Act Frequently Asked Questions (FAQs) | FEMA.gov. Additional information is found in Buy America Preference in FEMA Financial Assistance Programs for Infrastructure, FEMA Interim Policy #207-22-0001.

##### **b. *Waivers***

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest.
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality.
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

**c. *Definitions***

Construction materials: an article, material, or supply — other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives — that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, paint, and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act relating to a major disaster or emergency declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: Infrastructure projects which serve a public function, including at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

Produced in the United States means the following for:

- Iron and steel: All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- Manufactured products: The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- Construction Materials: All manufacturing processes for the construction material occurred in the United States.

Project: is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States.





***Cal* OES**

**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

**Fiscal Year 2023  
Homeland Security Grant Program**

***California Supplement to the  
Federal Notice of Funding Opportunity***

*October 2023*

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**Federal Program  
Announcement**

In February 2023, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP), Notice of Funding Opportunity (NOFO) and the *FEMA Preparedness Grants Manual*.

Subrecipients must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2, Code of Federal Regulations (C.F.R.), Part 200.

**Information  
Bulletins**

DHS issues Information Bulletins (IBs) to provide updates, clarification, and new requirements throughout the life of the grant.

**Grant  
Management  
Memoranda**

Cal OES issues Grant Management Memoranda (GMMs) which provide additional information and requirements regarding HSGP funds.

**Purpose of the  
California  
Supplement**

The FY 2023 HSGP California Supplement to the NOFO (State Supplement) is intended to complement, rather than replace, the NOFO and the FEMA *Preparedness Grants Manual*. Applicants are highly encouraged to thoroughly read the NOFO and the Preparedness Grants Manual before referring to the State Supplement. The State Supplement will emphasize differences between the FY 2022 and FY 2023 HSGP and highlight additional California policies and requirements applicable to FY 2023 HSGP.

**Eligible  
Subrecipients**

Eligible Applicants, referred to as Subrecipients, include Counties/Operational Areas (OAs), Urban Areas (UAs), State Agencies (SAs), Departments, Commissions, and Boards who have or can obtain appropriate state Department of Finance budget authority for awarded funds, and federally recognized tribes located in California.

**Tribal  
Allocations**

The NOFO strongly encourages Cal OES to provide HSGP funds directly to tribes in California. To implement this requirement, a special Request for Proposal will be issued to California's federally recognized tribes. All Subrecipients are encouraged to coordinate with tribal governments to ensure that tribal needs are considered in their grant applications.

**Subrecipient  
Allocations**

FY 2023 HSGP Subrecipient final allocations are provided in Attachment A and reflect reductions to Subrecipients who did not submit minimum thresholds for National Priority Areas, including Subrecipients opting out of the award altogether, and increases to Subrecipients that are helping meet statewide minimum level National Priority Area requirements.

**Supplanting**

Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subrecipients may be required to provide supporting documentation that certifies a reduction in non-federal resources that occurred for reasons other than the receipt or expected receipt of federal funds. Supplanting will result in the disallowance of the activity associated with this improper use of federal grant funds.

**Public/Private  
Organizations**

Subrecipients may contract with other public or private organizations to perform eligible activities on approved HSGP projects.

**Debarred/  
Suspended  
Parties**

Subrecipients must not make or permit any award (subaward or contract) at any tier, to any party, that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs.

Subrecipients must obtain documentation of eligibility before making any subaward or contract using HSGP funds and must be prepared to present supporting documentation to monitors/auditors.

Before entering into a Grant Subaward, the Subrecipient must notify Cal OES if it knows if any of the principals under the subaward fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. The rule also applies to Subrecipients who pass through funding to other local entities.

**Debarred/  
Suspended  
Parties  
Cont.**

If at any time after accepting a subaward, Subrecipients learn that any of its principals fall under one or more of the criteria listed at 2 C.F.R. § 180.335, immediate written notice must be provided to Cal OES and all grant activities halted until further instructions are received from Cal OES. The rule also applies to subawards passed through by Subrecipients to local entities.

**Key Changes to  
the FY 2023  
HSGP**

**National Priority Areas:** There are six National Priority Areas (NPAs) for FY 2023. SHSP and UASI applicants must include one Investment Justification (IJ) for each NPA that has a minimum spend requirement, where applicable. For the NPAs with no minimum spend requirement, the Department of Homeland Security strongly encourages recipients to make investments in those areas as they are of critical national concern. For those NPAs that have an associated minimum spend, **all projects related to meeting the minimum spend for those NPAs must be included in the same IJ.**

The six NPAs, along with the relevant minimum spend requirement, are:

- Enhancing information and intelligence sharing and cooperation with federal agencies, including the Department of Homeland Security – 3% minimum;
- Enhancing the protection of soft targets/crowded places – 3% minimum;
- Enhancing cybersecurity – no minimum requirement;
- Enhancing community preparedness and resilience – 3% minimum;
- Combating domestic violent extremism – 3% minimum;
- Enhancing election security – **NEW:** 3% minimum.

**Key Changes to  
the FY 2023  
HSGP  
Cont.**

**Law Enforcement Terrorism Prevention Activities:** Increased from 30% to 35% of the subaward.

**Build America, Buy America Act (BABAA):**

FY 2023 HSGP is subject to BABAA requirements. The BABAA requires all federal agencies, including FEMA, to ensure that no federal financial assistance for "infrastructure" projects is provided unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States. The BABAA requirements only apply to awards or funds obligated on or after January 2, 2023, and do not apply to awards or funds obligated during the waiver period from July 1, 2022, through January 1, 2023.

## Section 2 – Federal Changes and Initiatives | 2023

**FY 2023 National  
Priorities**

DHS/FEMA annually publishes the National Preparedness Report (NPR) to report national progress in building, sustaining, and delivering the core capabilities outlined in the goal of a secure and resilient nation. This analysis provides a national perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of concern.

HSGP Subrecipients are required to prioritize grant funding to demonstrate how investments support closing capability gaps or sustaining capabilities identified in the Threat Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process.

DHS/FEMA continually assesses changes to the threat landscape to further the National Preparedness Goal (NPG) of a secure and resilient nation. The following are national priority areas for FY 2023, including the corresponding percentage of funds required in each area:

- Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS – 3%;
- Enhancing the protection of soft targets/crowded places - 3%;
- Enhancing cybersecurity – no minimum;
- Enhancing community preparedness and resilience – 3%;
- Combating domestic violent extremism through enhanced intelligence collection & analysis, training, and community resilience – 3%; and
- Enhancing election security – 3% minimum.

The NPA specifically addressing emerging threats has been removed, but activities in this category remain allowable expenses under other investment areas. Further, **applicants must spend a minimum of 30% of their SHSP and UASI awards across the six NPAs but have new flexibility on how that funding is allocated.** Although 15% is required in minimum spending across **five** NPAs, as noted above, the remaining 15% can be allocated across any of the six NPAs. Enhancing Cybersecurity NP does not require a minimum allocation.



**FY 2023 National  
Priorities  
Cont.**

National Priority projects will be reviewed for effectiveness by DHS/FEMA and must be deemed effective prior to the obligation or expenditure of funds.

Projects requiring additional information for DHS/FEMA to determine effectiveness of the project, or projects deemed ineffective, will have a hold placed on their subaward pending submission of requested information and DHS/FEMA approval. Once a project is approved by DHS/FEMA, modifications to the project have special restrictions regarding modifications as indicated below:

Modifications which do not change the project scope and do not decrease the overall project budget can be processed via regular modification request.

Modifications which change the project scope or decrease the overall project budget will require DHS/FEMA approval and must be requested on the National Priority Project Modification Form.

Effectiveness will be evaluated by DHS/FEMA, Cybersecurity and Infrastructure Security Agency, DHS Office of Intelligence and Analysis, DHS Center for Prevention Programs and Partnerships, and/or other DHS components, as appropriate. FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness, based on the following four factors:

- **Investment Strategy (40%):** Projects will be evaluated based on the quality and extent to which the strategy effectively demonstrates supporting the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the nation.
- **Budget (20%):** Projects will be evaluated based on the extent to which a budget plan for each investment demonstrates how grant expenditures maximize cost effectiveness.

## **FY 2023 National Priorities Cont.**

- **Impact/Outcomes (40%):** Projects will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses NPs outlined in the FY 2023 NOFO. Further, projects will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which improvements are measured and/or evaluated.
- **Past Performance (additional consideration):** Projects will be evaluated based on the Subrecipient's demonstrated capability to execute the proposed investments. Under this factor, FEMA will consider the information provided by the Subrecipient and may also consider relevant information from other sources.

A detailed description of allowable investments for each NP is included in the FY 2023 HSGP NOFO (Section A).

## **National Campaigns and Programs**

**Whole Community Preparedness** – Subrecipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, Subrecipients are encouraged to consider the needs of individuals with access and functional needs and limited English proficiency in the activities and projects funded by the grant.

Subrecipients should utilize established best practices for whole community inclusion and engage with stakeholders to advance individual and jurisdictional preparedness and resilience. Subrecipients are encouraged to consider the necessities of all Californians in the activities and projects funded by the grant, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity, and other underserved populations.

## **National Campaigns and Programs Cont.**

**Active Shooter Preparedness** – DHS developed a comprehensive Active Shooter Preparedness website, which strives to enhance national preparedness through a whole-community approach by providing the necessary products, tools, and resources to help all stakeholders prepare for and respond to an active shooter incident. Subrecipients are encouraged to review the referenced active shooter resources and evaluate their preparedness needs.

**Soft Targets and Crowded Places** – States, territories, UAs, and public and private sector partners are encouraged to identify security gaps and build capabilities that address security needs and challenges related to protecting locations or environments that are easily accessible to large numbers of people on a predictable or semi-predictable basis that have limited security or protective measures in place, including town centers, shopping malls, open-air venues, outside hard targets/venue perimeters, and other places of meeting and gathering. For more information, please see DHS's Hometown Security Program.

**Community Lifelines** – FEMA created Community Lifelines to reframe incident information and impacts using plain language and unity of effort to enable the integration of preparedness efforts, existing plans, and identifies unmet needs to better anticipate response requirements. Additional information may be found at the Community Lifelines Implementation Toolkit website.

**Strategic Framework for Countering Terrorism and Targeted Violence** – DHS adopted the DHS Strategic Framework for Countering Terrorism and Targeted Violence which explains how the department will use the tools and expertise that have protected and strengthened the country from foreign terrorist organizations to address the evolving challenges of today.

**National  
Campaigns and  
Programs Cont.**

**Countering Violent Extremism (CVE) Training** - Foreign terrorist groups and individual terrorist thought leaders recruit or inspire Westerners to carry out attacks against western and U.S. targets, including individuals living in communities with the U.S. via, but not limited to, print, video, and social media, as well as through personal interaction. But we also know that violent extremism is not a phenomenon restricted solely to one community and that any effort to counter violent extremism must be applicable to all ideologically motivated violence. Efforts to provide information and training regarding CVE should emphasize the strength of local communities' approach.

**National  
Cybersecurity  
Review**

The National Cybersecurity Review (NCSR) is a required assessment for all Subrecipients of State Homeland Security Program (SHSP) and Urban Areas Security Initiative (UASI) funding to be completed between October and February 2024.

The NCSR is a no-cost, anonymous, and annual self-assessment designed to measure gaps and capabilities of state, local, tribal, territorial, nonprofit, and private sector agencies' cybersecurity programs.

Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In these cases, Subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by Cal OES.

The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. Additional information may be found in IB 439 and 429a.

**NIMS  
Implementation**

Prior to the allocation of any federal preparedness awards, Subrecipients must ensure and maintain the adoption and implementation of the National Incident Management System (NIMS).

**Law Enforcement  
Terrorism  
Prevention  
Activities**

At least 35% of the grant funding under SHSP and UASI must be dedicated to Law Enforcement Terrorism Prevention Activities (LETPA). This required LETPA allocation can be from SHSP, UASI, or both and may be met by funding projects in any combination of the six NPAs and any other investments.

Allowable expenditures can be found in the authorizing legislation, Preparedness Grants Manual, Information Bulletin (IB) No. 473 Supplemental Guidance for LETPA Expenditures, the National Prevention Framework, and National Protection Framework.

For an activity to be counted towards the LETPA requirement, it must have a law enforcement terrorism prevention nexus. If an activity is listed in the authorizing legislation or can be directly tied to a capability in the National Prevention Framework or shared capability in the National Protection Framework, then it is presumed to have law enforcement nexus and be a LETPA. For all other claimed activities, nexus to law enforcement and terrorism prevention must be clearly explained.

Refer to IB 485 - FY23 LETPA Supplemental Guidance to the NOFO for further direction on how to account for LETPA activities, best practices for submitting LETPA investments, and information on how to distinguish LETPA from other activities .

**Management  
and  
Administration**

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of 5% for FY 2023 HSGP.

**Indirect Costs**

Indirect costs are allowable under the FY 2023 HSGP Grant Award.

Subrecipients with an indirect cost rate approved by their cognizant federal agency may claim indirect costs based on the established rate. Indirect costs claimed must be calculated using the base approved in the indirect cost negotiation agreement. A copy of the approved negotiation agreement is required at the time of application.

**Indirect Costs  
Cont.**

Indirect costs are *in addition to* the M&A allowance and must be included in the Grant Award application as a "Project" and reflected in the FMFW on the Indirect Cost Tab if being claimed under the award.

Indirect costs must be claimed no more than once annually, and only at the end of the Subrecipient's fiscal year. An exception to this rule applies if there is a mid-year change to the approved indirect cost rate; in this case, costs incurred to date must be claimed. At that time, a Grant Subaward Modification reflecting the rate change must also be submitted to Cal OES, along with a copy of the new Indirect Cost Rate Agreement.

**Organization  
Costs – Overtime**

Operational overtime costs are allowable *for increased security measures at critical infrastructure sites* if associated with detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events.

Pursuant to page A-4 of the *Preparedness Grants Manual*, all operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in *Table 2: Authorized Operational Overtime Categories*.

Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat.

Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated exigent circumstances prevented submission of a request in advance of the event or activity. Requests for overtime costs must be submitted to Cal OES via Allowability Request Log (ARL) Form at the time of application, if the activity will occur within one year of the final application submission. All subsequent requests must be submitted at least 60 days in advance of the activity.

***All operational overtime costs must be formally pre-approved in writing by DHS/FEMA.***

## Personnel Cap

Pursuant to 6 U.S.C. § 609(b), SHSP and UASI funds may be used for personnel costs, totaling up to 50 percent of each fund source. A Subrecipient may request this requirement be waived by DHS/FEMA, via Cal OES. Requests for personnel cap waivers must be submitted separately for each fund source in writing to the Program Representative on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the Grant Award **and** in total dollar amount (waivers must be calculated separately for SHSP and UASI, outlining salary, fringe benefits, and any M&A costs).

Subrecipient requests to exceed the personnel cap must be received by Cal OES at the time of application. Subaward modifications impacting the personnel cap will be reviewed on a case-by-case basis and may require the submittal of the above-mentioned information.

Please see IB 421b for more information on the waiver process.

## Equipment Typing/ Identification and Use

Allowable HSGP equipment is listed on the FEMA Authorized Equipment List (AEL) website.

Subrecipients that allocate HSGP funds towards equipment are required to type and identify the capability associated with that equipment. The FEMA Resource Typing Library Tool (RTL) can be used to help determine the type and capability.

Per FEMA policy, the purchase of weapons and weapon accessories are not allowed with HSGP funds. Special rules apply to pharmaceutical purchases, medical countermeasures, and critical emergency supplies; refer to page A-10 of the FEMA Preparedness Grants Manual for additional information.

**Equipment Typing/  
Identification and  
Use Cont.**

Expenditures for general purpose equipment are allowable if they align to and support one or more core capabilities identified in the NPG, and in addition, are deployable/sharable through the Emergency Management Assistance Compact and allowable under 6 U.S.C. § 609. Refer to the NOFO and Preparedness Grants Manual for examples of allowable general-purpose equipment.

**Equipment  
Maintenance/  
Sustainment**

Use of HSGP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA IBs 336 and 379, as well as Grant Programs Directorate (GPD) Policy FP-205-402-125-1.

**Emergency  
Communications  
Projects**

All Subrecipient emergency communications projects must comply with the SAFECOM Guidance on Emergency Communications Grants and describe in their FMFW how such activities align with the goals of the Statewide Communications Interoperability Plan.

**Telecom  
Equipment and  
Services  
Prohibitions**

Effective August 13, 2020, section 889(f)(2)-(3) of the John S. McCain National Defense Authorization Act for FY 2019 (NDAA) and 2 C.F.R. § 200.216, 200.471, and Appendix II to 2 C.F.R. Part 200 prohibit DHS/FEMA Recipients and Subrecipients (including their contractors and subcontractors) from using any FEMA funds under open or new awards for the following telecommunications equipment or services:

- 1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- 2) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- 3) Telecommunications or video surveillance services provided by such entities or using such equipment; or



**Telecom Equipment  
and Services  
Prohibitions Cont.**

- 4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Additional guidance is available in FEMA Policy #405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

**Prohibited and  
Controlled  
Equipment**

Effective May 25, 2022, Executive Order (EO) 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, Section 12(a) of EO 14074 directs the Department of Homeland Security (DHS) to review its grant programs and, consistent with applicable law, prohibits the use of grant funding to purchase certain types of military equipment by state, local, tribal, and territorial law enforcement agencies (LEAs).

For all awards issued on or after January 1, 2023, The policy directly prohibits certain types of equipment outright (prohibited equipment), whereas other types of equipment may be controlled, or LEAs are required to submit certifications prior to purchase.

Even if equipment is listed as controlled equipment and is not outright prohibited, that does not automatically make it allowable under a particular FEMA program. Recipients and Subrecipients should refer to applicable program guidance or contact your Program Representative to determine if a particular type of equipment is allowable under that program.

Additional information regarding Prohibited and Controlled Equipment is available on FEMA Policy 207-22-0002.

**Small Unmanned Aircraft Systems**

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with FEMA Policy 207-22-0002 and include copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment. The Authorized Equipment Listing for 03OE-07-SUAS details questions that must be included in the Aviation Request justification. Reference the Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems for additional information.

**FEMA approval is required before a SUAS can be purchased with HSGP grants funds.**

**Emergency Operations Plans**

Subrecipients should update their Emergency Operations Plan (EOP) at least once every two years to remain compliant with the Comprehensive Preparedness Guide 101 version 2.0.

**Conflict of Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, Subrecipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Subrecipients and pass-through entities are also required to follow any applicable federal, state, local, and tribal statutes or regulations governing conflicts of interest in the making of subawards.

Subrecipients must disclose to their Program Representative, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations, which may arise during the administration of the HSGP subaward within five days of learning of the conflict of interest.

**Build America,  
Buy America Act  
(BABAA)**

Under FEMA financial assistance programs, the BABAA requirements apply to:

- New awards made on or after January 2, 2023,
- New funding that FEMA obligates to existing awards or through renewal awards on or after January 2, 2023; and
- Infrastructure projects.

Funds provided under this program may not be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Additionally, the Buy America preference does not apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

When necessary, Subrecipients may apply for a waiver from these requirements. Additional information regarding the BABAA can be found on FEMA's website under [Buy America Preference](#).

**FY 2023  
Investments**

The State prioritized the following investment strategies for the FY 2023 subawards:

1. Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS **(National Priority)**;
2. Enhance the Protection of Soft Targets/Crowded Places **(National Priority)**;
3. Enhance Cybersecurity **(National Priority)**;
4. Enhancing Community Preparedness and Resilience **(National Priority)**;
5. Combating Domestic Violent Extremism **(National Priority)**;
6. Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology, and Equipment;
7. Enhance Medical and Public Health Preparedness;
8. Strengthen Information Sharing and Collaboration (non-Fusion Center);
9. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards/Whole Community Incident Planning, Response & Recovery Capabilities;
10. Protect Critical Infrastructure and Key Resources (includes Food and Agriculture); and
11. Enhance Election Security **(National Priority)**.

## Section 3 – State Changes and Initiatives | 2023

### **California Homeland Security Strategy Goals**

The State prioritized the following California Homeland Security Strategy Goals for the FY 2023 subawards:

1. Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations Across California;
2. Protect Critical Infrastructure and Key Resources from All Threats and Hazards;
3. Strengthen Security and Preparedness Across Cyberspace;
4. Strengthen Communications Capabilities through Planning, Governance, Technology, and Equipment;
5. Enhance Community Preparedness;
6. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Catastrophic Planning, Response, and Recovery Capabilities;
7. Improve Medical and Health Capabilities;
8. Enhance Incident Recovery Capabilities;
9. Strengthen Food and Agriculture Preparedness; and
10. Enhance Homeland Security Exercise, Evaluation, and Training Programs.

### **State Initiative Funding**

For FY 2023, Cal OES shall retain 20% of the SHSP and 18.5% of the UASI funding for state initiatives.

### **“On Behalf Of”**

Cal OES may, in conjunction with local approval authorities, designate funds “on behalf of” local entities who choose to decline or fail to utilize their subaward in a timely manner.

### **Public Alert and Warning**

Cal OES encourages Subrecipients to consider the use of this funding to assist their jurisdiction's alignment with the State of California Alert and Warning Guidelines, developed pursuant to Senate Bill 833 of the 2018 Legislative Session.

## Section 4 – Required State Application Components | 2023

### Financial Management Forms Workbook

The FY 2023 Cal OES FMFW includes:

**Grant Subaward Face Sheet** – Use the Grant Subaward Face Sheet to apply for grant programs. The Grant Subaward Face Sheet must be signed and submitted in portrait format. An active UEI# (Formerly DUNS#) is required. UEI registration information is available [sam.gov](https://sam.gov).

**Authorized Body of 5** – Provide the contact information of Authorized Agents (AA), delegated via the Governing Body Resolution (GBR) or Signature Authorization Form, including staff related to grant activities. More than one person is recommended for designation as the AA; in the absence of an AA, an alternate AA can sign requests.

**Project Ledger** – The project ledger is used in the application process to submit funding information and is used for submitting cash requests, Grant Subaward Modifications, and assists with the completion of the Biannual Strategy Implementation Report (BSIR).

**Planning Tab** – Provides detailed information on grant-funded planning activities with a final product identified.

**Organization Tab** – Provides detailed information on grant-funded organizational activities.

**Equipment Tab** – Detailed information must be provided under the equipment description for all grant-funded equipment. AEL numbers must be included for all items of equipment. Always refer to the AEL for a list of allowable equipment and conditions, if any.

**Training Tab** – Provides detailed information on grant-funded training activities. All training activities must receive Cal OES approval prior to starting the event, including a Training Feedback number. The [Training Request Form](#) must be submitted and approved to obtain a Training Feedback number and should be submitted at **least** 30 days in advance.

**Exercise TAB** – Provides detailed information on grant-funded exercises.

**M&A Tab** – Provides information on grant-funded M&A activities.

**Indirect Costs Tab** – Provides information on indirect costs.

**Financial  
Management  
Forms  
Workbook  
Cont.**

**Consultant-Contractor Tab** – Provides detailed information on grant-funded consultants and contractors.

**Authorized Agent Page** – The AA Page must be submitted with the application, all cash requests, and Grant Subaward Modifications. The AA Page must include a valid signature on file with Cal OES and the date.

**Subrecipient  
Grants  
Management  
Assessment**

Per 2 C.F.R. § 200.332, Cal OES is required to evaluate the risk of non-compliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The Subrecipient Grants Management Assessment Form contains questions related to an organization's experience in the management of federal grant awards. It is used to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients during the subaward. The questionnaire must be completed and returned with the grant application.

**Application  
Attachments**

**Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure** – Use the FFATA Financial Disclosure Form to provide the information required by the Federal Funding Accountability and Transparency Act of 2006.

**Certification Regarding Lobbying** – Use the Certification Regarding Lobbying Form to certify lobbying activities, as stipulated by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352.

**Intelligence Analysts Certificates** – Pursuant to the Preparedness Grants Manual, Cal OES must have certificates for completion of training for fusion center analytical personnel. Please provide copies of certificates for each intelligence analyst, if applicable.

**UASI Footprint (UASIs Only)** – The Urban Area Working Group (UAWG) establishes the 'footprint' of the UA. A map or list defining the footprint must be included with the application.

**UAWG Member Roster (UASIs Only)** – A list of all current UAWG members with positions or titles.

**Indirect Cost Rate Agreement** – If claiming indirect costs at a federally-approved rate, please provide a copy of the approved indirect cost rate agreement.

**Standard Assurances**

The Standard Assurances list the requirements to which the Subrecipients will be held accountable. All Applicants will be required to submit a signed, **original** of the FY 2023 Standard Assurances as part of their FY 2023 HSGP application. The required Standard Assurances can be found only in PDF format on the Cal OES website.

**NOTE:** Self-created Standard Assurances will not be accepted.

**Operational Areas and Urban Areas**

**Governing Body Resolution** – The GBR appoints AAs (identified by the individual's name or by a position title) to act on behalf of the governing body and the Applicant by executing any actions necessary for each application and subaward. All Applicants are required to submit a copy of an approved GBR with their grant application. Resolutions may be valid for up to three grant years given the following:

- The resolution identifies the applicable grant program (e.g., EMPG and/or HSGP);
- The resolution identifies the applicable grant years, (e.g., FY 2023, FY 2024, FY 2025; and
- Adheres to any necessary elements required by local protocols, rules, etc., if applicable.

Resolutions that only identify a single grant program will only be valid for that single program. Resolutions that do not identify applicable grant years will only be valid for the grant year in which the resolution was submitted.

**Authorized Agent Information** – For each person or position appointed by the governing body, identify the individual in the Authorized Body of 5 ledger of the FMFW.

All changes in AA and contact information must be provided to Cal OES in writing. If the GBR identifies the AA by name, a new Resolution is needed when changes are made. If the GBR identifies the AA by position and/or title, changes may be made by submitting a request on the entity's letterhead, signed by an existing AA. Cal OES will not accept signatures of an AA's designee, unless authorized by the GBR. A change to an AA's designee must be submitted on agency letterhead and signed by the AA, announcing the change to their designee.



## Operational Areas Only

**Approval Authority Body** – OAs must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for HSGP funds. Each member of the Approval Authority must provide written agreement with the OA's application for HSGP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the OA Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the OA Police Chiefs)

## Urban Areas Only

**Urban Area Working Groups** – Membership in the UAWG must provide either direct or indirect representation for all relevant jurisdictions and response disciplines (including law enforcement, fire service, EMS, hospitals, public health, and emergency management) that comprise the defined UA. It also must be inclusive of local Citizen Corps Council and tribal representatives. The UAWG should also ensure the integration of local emergency management, public health, and health care systems into a coordinated sustained local capability to respond effectively to a mass casualty incident. Additional group composition criteria are found in the FEMA *Preparedness Grants Manual*.

**Threat Hazard Identification and Risk Assessment** – Subrecipients are required to submit a THIRA for all 32 core capabilities. Beginning in 2019, UAs are required to submit a THIRA every three years. An annual capability assessment will still be required.

**Stakeholder Preparedness Review** – The SPR is an annual grant requirement for all states, territories, and UAs. It is an annual capability assessment, which helps jurisdictions identify capability gaps and prioritize investment requirements to reach the targets set in their THIRA.

All fusion center investments must align to, and reference, specific performance areas of the assessment that the funding is intended to support.

**Fusion  
Centers Only**

Fusion Centers are also required to follow all Reporting and Administrative Metrics for California Fusion Centers, as set forth in the Governor's Homeland Security Advisor/Cal OES Director's letter dated March 16, 2016. These operational and administrative metrics set forth an integrated and coordinated approach for regular and proactive information and intelligence sharing between all fusion centers in the California State Threat Assessment System (STAS).

**State  
Agencies and  
Tribes Only**

State Agencies, and federally recognized tribes may submit the Signature Authorization Form in lieu of a GBR, signed by the most senior ranking official, such as the Secretary, Director, President, Chancellor, or Chairperson.

## Section 5 – State Application Process | 2023

### **Application Submission**

Subrecipients must submit an electronic copy of their completed FMFW to their Program Representative for review. After the application is approved, a completed copy of the FMFW, along with all other application components must be submitted, with official signatures, by the application due date. During the application process, if it is determined not all allocated funds can be expended by the end of the period of performance, please inform a Program Representative as soon as possible. The completed application should be received by Cal OES no later than the date provided in the FY 2023 HSGP Timeline, referenced as Attachment B.

### **Late or Incomplete Application**

Late or incomplete applications may be denied. If an application is incomplete, the Program Representative may request additional information. Requests for late submission of applications must be made in writing to the Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application.

### **HSGP Contact Information**

All Subrecipient application materials, questions, comments, and correspondence should be directed to:

California Governor's Office of Emergency Services  
ATTN: Grants Management (Building F)  
Homeland Security Grants Unit  
3650 Schriever Avenue  
Mather, CA 95655

Darlene Arambula	(916) 845-8427
Christopher Camacho	(916) 845-8789
Laura Halverstadt	(916) 845-8899
Antoinette Johnson	(916) 845-8260
Jim Lane	(916) 845-8428
Tyrone Freeman	(916) 328-7750
Abigayle Tirapelle	(916) 845-8400

The [Program Representative Regional Assignments Map](#) is available at the Cal OES website under "Regional Assignments".

**Subaward  
Approval**

Subrecipients will receive a formal notification of award no later than 45 days after Cal OES accepts the federal grant award. The award letter must be signed, dated, and returned to Cal OES within 20 calendar days. Once the completed application, along with the signed award letter, is received and approved, reimbursement of eligible subaward expenditures may be requested using the Cal OES FMFW.

## Section 6 – Post Award Requirements | 2023

### **Payment Request Process**

To request an advance or cash reimbursement of HSGP funds, Subrecipients must first complete a payment request using the Cal OES HSGP FMFW, returning it to the appropriate Program Representative. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.

Payments can only be made if the Subrecipient has an approved application.

### **Advances and Interest Earned on Advances**

An Advance payment is a payment that is requested before Subrecipients have disbursed the funds for program purposes. Subrecipients may be paid an advance, provided they maintain a willingness and ability to maintain procedures to minimize the time elapsing between the receipt of funds and their disbursement. The timing and amount of advance payments must be as close as administratively feasible to the actual disbursements by the Subrecipient for project costs.

Federal rules require advances to be deposited in interest-bearing accounts. Interest earned amounts up to \$500 per year may be retained by Subrecipients for administrative expenses; any additional interest earned on federal advance payments must be returned annually to Cal OES.

### **Semi-Annual Drawdown Requirements**

All Subrecipients must report expenditures and request funds at least semi-annually throughout the period of performance. Semi-annual drawdowns should occur by March and October of each calendar year following final approval of the subaward application, except for the final cash request, which must be submitted within 20 calendar days after the end of the period of performance.

### **Modifications**

Post-award budget and scope modifications must be requested using the Cal OES HSGP FMFW v1.23, signed by the Subrecipient's AA, and submitted to the Program Representative.

The Subrecipient may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from Cal OES.

**Modifications  
Cont.**

Subrecipients must provide a written justification with all modification requests. The justification may be included in the body of the e-mail transmitting the request, or in a document attached to the transmittal e-mail. Please reference GMM 2018-17 for additional information regarding modification requests.

**Modifications to NP Projects have additional restrictions as indicated below:**

Modifications which do not change the project scope and do not decrease the overall project budget can be processed via regular modification request.

Modifications which change the project scope or decrease the overall project budget will require DHS/FEMA approval and must be requested on the National Priority Project Modification Form.

**Training  
Requirements**

All grant-funded training activities must receive Cal OES approval prior to starting the training event. Cal OES shall allow Subrecipients to develop a "placeholder" for future training conferences when an agenda has not been established at the time Subrecipient applications are due. Please work with a Program Representative and the Training Branch to identify a possible "placeholder" for these types of training activities.

When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are not offered.

Subrecipients must complete a Training Request Form and submit it electronically to the Cal OES Training Branch to be approved with a Training Feedback Number before beginning any training activities. This includes project components like travel to, materials for, or attendance in training courses. Training Feedback Numbers should be obtained no later than 30 days before the first day of the training or related activities. Requests that are submitted with less than 30 days prior to the start of the training or activity are not guaranteed to be approved in time and run the risk of training being unallowable. Training Feedback numbers must

**Training  
Requirements  
Cont.**

be included on the FMFW Training Ledger to be considered for reimbursement.

For more information on this or other training-related inquiries, contact the Cal OES Training Branch at (916) 845-8745 or [Training@CalOES.ca.gov](mailto:Training@CalOES.ca.gov).

**Exercises,  
Improvement  
Plans, and After-  
Action Reporting**

Subrecipients should engage stakeholders to identify long-term training and exercise priorities. These priorities should address capability targets and gaps identified through the THIRA and SPR process, real-world events, previous exercises, and national areas for improvement identified in the NPR.

Subrecipients must report on all exercises conducted with HSGP grant funds. An After-Action Report (AAR)/Improvement Plan (IP) or Summary Report (for Seminars and Workshops) must be completed and submitted to Cal OES within 90 days after exercise/seminars/workshops are conducted. It is acceptable to submit an *Exercise Summary Report for Seminars and Workshops* in lieu of a full AAR/IP.

Please e-mail AAR/IPs and Summary Reports to:

- [hseep@fema.dhs.gov](mailto:hseep@fema.dhs.gov)
- [exercise@caloes.ca.gov](mailto:exercise@caloes.ca.gov)
- [christopher.camacho@caloes.ca.gov](mailto:christopher.camacho@caloes.ca.gov)

For exercise-related issues and/or questions, please email the Cal OES Exercise Team at [exercise@caloes.ca.gov](mailto:exercise@caloes.ca.gov).

Exercise costs will not be considered for reimbursement until an AAR/IP is received by Cal OES.

**Procurement  
Standards and  
Written  
Procedures**

Subrecipients must conduct procurement using documented local government procurement procedures, or the federal procurement standards found in 2 C.F.R. Part 200, whichever are more strict. Subrecipients must also have written conflict of interest policies governing the actions of its employees engaged in the selection, award and administration of contracts, including disciplinary actions for violations of such standards.

## **Procurement Thresholds**

Effective June 20, 2018, the micro-purchase threshold was increased from \$3,500 to \$10,000 and the simplified acquisition threshold was increased from \$150,000 to \$250,000. These increases apply to all Subrecipient procurements executed on or after June 20, 2018.

Refer to IB 434 for additional information.

## **Procurement Documentation**

Non-federal entities, other than states and territories, are required to maintain and retain records sufficient to detail the history of procurements, covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. For any cost to be allowable, it must be adequately documented. Examples of the types of documents that would meet this requirement include, but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments;
- Documents demonstrating inclusion of required contract provisions; and
- Other documents required by federal regulations applicable at the time the grant was awarded to the Subrecipient.

## **Noncompetitive Procurement**

All noncompetitive procurements exceeding the simplified acquisition threshold requires Cal OES **prior** written approval to be eligible for reimbursement. This method of procurement must be approved by the local Purchasing Agent prior to submitting a request for Cal OES approval. A copy of the Purchasing Agent's approval must be included with the Cal OES Request for Noncompetitive Procurement Authorization form. Cal OES may request additional documentation that supports the procurement effort.



**Noncompetitive  
Procurement  
Cont.**

Cal OES will not reimburse for any noncompetitive procurement contracts for any HSGP terrorism-related training, regardless of the cost of the training. Exceptions to this policy may be approved in limited circumstances, e.g., related to a procurement effort that has resulted in inadequate competition. Please refer to GMM2017-01A and GMM2021-05 for additional guidance.

**Performance  
Bond**

Due to the risks associated with delays in vendor delivery of large equipment procurements, DHS/FEMA allows Subrecipients to obtain a "performance bond" for items that are paid for up front to ensure delivery of the equipment within the grant period of performance.

Cal OES *requires* Subrecipients to obtain a performance bond when procuring any equipment item over \$250,000, or for any vehicle, aircraft, or watercraft that requires full or partial payment **prior** to receiving the final product(s).

Performance Bond Waivers may be granted on a case-by-case basis and must be submitted to Cal OES prior to procurement.

**Environmental  
Planning and  
Historic  
Preservation (EHP)**

DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with federal Environmental Planning and Historic Preservation (EHP) regulations. Subrecipients proposing projects or activities (including, but not limited to, training, exercises, the installation of equipment, and construction or renovation projects) that have the potential to impact the environment, or a historic structure must participate in the EHP screening process. EHP Screening Memos must include detailed project information, explain the goals and objectives of the proposed project, and include supporting documentation.

DHS/FEMA may also require the Subrecipient to provide a confidential California Historical Resources Information System (CHRIS) report in addition to the EHP Screening Form. Determination on the necessity of a CHRIS report is based upon information disclosed on the form. Program Representatives will provide additional instructions should this report be required.

**Environmental  
Planning and  
Historic  
Preservation (EHP)  
Cont.**

EHP Screening Requests should be submitted to Cal OES as early as possible. All projects/activities triggering EHP must receive DHS/FEMA written approval prior to commencement of the funded activity.

Updated information may be referenced in the FEMA GPD EHP Policy Guidance.

**Construction and  
Renovation**

When applying for construction activity at the time of application, including communication towers, Subrecipients must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of federal interest. Additionally, Subrecipients are required to submit an SF-424C Budget and Budget Detail that cites project costs. Communication tower construction requests also require evidence that the Federal Communications Commission's Section 106 review process was completed.

Subrecipients using funds for construction projects must comply with the Davis-Bacon Act. Subrecipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the state in which the work is to be performed.

Project construction using SHSP and UASI funds may not exceed \$1,000,000 or 15% of the grant subaward (for the purposes of limitations on funding levels, communications towers are not considered construction).

***Written approval for construction must be provided by DHS/FEMA prior to the use of any HSGP funds for construction or renovation. No construction activities (including site preparation, utility installations, and any groundbreaking activities) or equipment installations on existing structures, may begin until the EHP review process is complete.***

## **Inventory Control and Property Management**

Subrecipients must use standardized resource management concepts for resource typing and credentialing, in addition to maintaining an inventory by which to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.

Subrecipients must have an effective inventory management system, to include:

- Property records that document description, serial/ID number, fund source, title information, acquisition date, cost, federal cost share, location, use, condition, and ultimate disposition;
- A physical inventory conducted at least every two years;
- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures to keep the property in good condition.

## **Equipment Disposition**

When original or replacement equipment acquired under the HSGP is no longer needed for program activities, the Subrecipient must contact the Program Representative to request disposition instructions. See 2 C.F.R. § 200.313(e).

## **Performance Reporting**

Subrecipients must complete a BSIR each Winter and Summer using the DHS/FEMA Grants Reporting Tool (GRT) for the duration of the subaward period of performance or until all grant activities are completed and the subaward is formally closed by Cal OES. Failure to submit a BSIR could result in subaward reduction, suspension, or termination.

Access to the BSIR may be obtained through the GRT. To create a new account, please click the link that reads, "Register for an account" and follow the instructions provided. The Subrecipient will be required to ensure up-to-date project information is entered. The Project Ledger in the FMFW may assist with the BSIR data entry process. For additional assistance with the GRT, please contact your Program Representative.

**Extension  
Requests**

Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests to your Program Representative. Upon receipt of the extension request, Cal OES will:

1. Verify compliance with performance reporting requirements by confirming the Subrecipient has submitted all necessary performance reports;
2. Confirm the Subrecipient has provided sufficient justification for the request; and
3. If applicable, confirm the Subrecipient has demonstrated sufficient progress in past situations where an extension was authorized by Cal OES.

Extension requests will be granted only due to compelling legal, policy, or operational challenges, must be project-specific and will only be considered for the following reasons:

1. Contractual commitments with vendors that prevent completion of the project within the period of performance;
2. The project must undergo a complex environmental review which cannot be completed within this timeframe;
3. Projects are long-term by design and therefore, acceleration would compromise core programmatic goals; and
4. Where other special circumstances exist.

To be considered, extension requests must be received no later than 60 days prior to the end of the Subrecipient's period of performance and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Grant program, fiscal year, and award number;
2. Reason for delay;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;

**Extension  
Requests  
Cont.**

7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification the activity/activities will be completed within the extended period of performance without any modification to the original Project Scope.

General questions regarding extension requirements and the extension request form, should be directed to your Program Representative. For additional information, please see IB 379. Extension requests for personnel and salaries do not meet the requirements of IB 379 and will not be granted. Subrecipients are expected to complete all grant-funded personnel activities by the end of the subaward period of performance.

**Progress Reports  
on Grant  
Extensions**

All Subrecipients that receive Cal OES approval to extend their FY 2023 Grant Subaward period of performance may be required to submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to the Subrecipient's Program Representative. Deadlines for the submission of progress reports will be established at the time of extension approval.

**Monitoring**

Cal OES Grants Monitoring actively monitors Subrecipients, through day-to-day communications, programmatic site visits, desk, and on-site compliance assessments. The purpose of the compliance assessment is to ensure Subrecipients are in compliance with applicable state and federal regulations, grant guidelines, and programmatic requirements.

Monitoring activities may include, but are not limited to:

- Verifying entries recorded on the FMFW categories are properly supported with source documentation;
- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the grant application and subsequent

**Monitoring  
Cont.**

modifications, including the review of timesheets and invoices as applicable;

- Procurements and contracts;
- Ensuring equipment lists are properly maintained and physical inventories are conducted;
- Ensuring advances have been disbursed in accordance with applicable guidelines; and
- Confirming compliance with Standard Assurances; and
- Information provided on performance reports and payment requests

**NOTE:** It is the responsibility of all Subrecipients that pass down grant funds to other entities, to maintain and utilize a formal process to monitor the grant activities of their subawards. This requirement includes, but is not limited to, on-site verification of grant activities, as required. It is common for Subrecipients to receive findings in a programmatic site visit or compliance assessment, which require a Corrective Action Plan (CAP) to be submitted by Subrecipients. Those Subrecipients who fail to submit a CAP, as required, shall have a “hold” placed on any future reimbursements until the “finding” is resolved.

**Failure to Submit  
Required Reports**

Periodic reporting is required by the grant. Subrecipients who miss a single reporting deadline may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County OAs and tribes who fail to report twice consecutively may have subsequent awards reduced by 10% until timely reporting is reestablished; UASIs may have a “hold” placed on any future reimbursements.

**Suspension/  
Termination**

Cal OES may suspend or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or Special Conditions.

**Suspension/**

**Termination  
Cont.**

- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

**Closeout**

Before taking action, Cal OES will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to informally resolve the problem. Cal OES will close-out Subrecipient awards when it determines all applicable administrative actions and all required work of the federal award have been completed. Subawards will be closed after:

- All funds have been requested and reimbursed, or disencumbered;
- Receiving all applicable Subrecipient reports indicating all approved work has been completed, and all funds have been distributed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to subawards, modifications, and payments; and
- Verifying the Subrecipient has submitted a final BSIR showing all grant funds have been expended.

**Records Retention**

The records retention period is three years from the date of the Cal OES Grant Closeout letter, or until any pending litigation, claim, or audit started before the expiration of the three-year retention period has been resolved and final action is taken.

For indirect cost rate proposals, cost allocation plans, or other rate computation records, the start of the record retention period is dependent on whether the proposal, plan, or other

computation is required to be submitted to the federal government (or to the pass-through entity) for negotiation purposes. See 2 C.F.R. § 200.334(f).

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

**Records Retention  
Cont.**

The Cal OES Grant Closeout Letter will notify the Subrecipient of the start of the records retention period for all programmatic and financial grant-related records.

If the State Administrative Agency's award remains open after the Subrecipient's submission of the final BSIR, Cal OES will complete any additional BSIR reporting required under the award on behalf of the Subrecipient.

Closed grants may still be monitored and audited. Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

If documents are retained longer than the required retention period, FEMA, the DHS Office of Inspector General, Government Accountability Office, and pass-through entity have the right to access these records as well. See 2 C.F.R. §§ 200.334, 200.336.



## Attachment A – FY 2023 HSGP Allocations | 2023

\*SHSP allocations reflect National Priority Area project adjustments

State Homeland Security Program (SHSP)				
Operational Area	Total Award		Operational Area	Total Award
ALAMEDA	1,650,795		ORANGE	3,091,413
ALPINE	76,145		PLACER	465,161
AMADOR	113,439		PLUMAS	93,069
BUTTE	267,310		RIVERSIDE	2,398,207
CALAVERAS	117,971		SACRAMENTO	1,578,910
COLUSA	94,168		SAN BENITO	137,459
CONTRA COSTA	1,178,218		SAN BERNARDINO	2,161,778
DEL NORTE	100,963		SAN DIEGO	3,210,706
EL DORADO	256,682		SAN FRANCISCO	878,889
FRESNO	1,039,636		SAN JOAQUIN	823,130
GLENN	102,425		SAN LUIS OBISPO	342,774
HUMBOLDT	203,934		SAN MATEO	785,321
IMPERIAL	246,059		SANTA BARBARA	499,634
INYO	93,103		SANTA CLARA	1,882,403
KERN	942,855		SANTA CRUZ	329,271
KINGS	220,012		SHASTA	247,205
LAKE	126,762		SIERRA	78,080
LASSEN	103,878		SISKIYOU	116,809
LOS ANGELES	9,481,457		SOLANO	501,615
MADERA	225,138		SONOMA	535,157
MARIN	320,277		STANISLAUS	599,128
MARIPOSA	102,042		SUTTER	169,572
MENDOCINO	168,349		TEHAMA	132,940
MERCED	346,225		TRINITY	90,284
MODOC	83,289		TULARE	528,108
MONO	87,762		TUOLUMNE	127,741
MONTEREY	488,715		VENTURA	870,207
NAPA	204,898		YOLO	285,965
NEVADA	171,574		YUBA	153,481
*Total				41,728,498

<b>Fusion Centers</b>	
<b>Region</b>	<b>Total Award</b>
<b>SAN FRANCISCO BAY AREA</b>	1,792,050
<b>SACRAMENTO/CENTRAL VALLEY AREA</b>	2,565,000
<b>GREATER LOS ANGELES AREA</b>	2,887,500
<b>SAN DIEGO AREA</b>	2,047,500
<b>ORANGE AREA</b>	835,000
<b>*Total</b>	<b>10,127,050</b>

\* SHSP allocations reflect National Priority Area project adjustments

<b>Urban Areas Security Initiative (UASI)</b>			
<b>*A minimum of 35% of UASI funding must be for Law Enforcement Terrorism Prevention</b>			
<b>Urban Area</b>	<b>Federal Allocation to State</b>	<b>Allocation to UASI</b>	<b>State Initiatives</b>
<b>ANAHEIM/SANTA ANA AREA</b>	5,250,000	4,278,750	971,250
<b>BAY AREA</b>	36,493,265	29,742,011	6,751,254
<b>LOS ANGELES/LONG BEACH AREA</b>	66,174,270	53,932,030	12,242,240
<b>RIVERSIDE AREA</b>	3,900,000	3,178,500	721,500
<b>SACRAMENTO AREA</b>	3,800,000	3,097,000	703,000
<b>SAN DIEGO AREA</b>	16,445,560	13,403,131	3,042,429
<b>Total</b>	<b>132,063,095</b>	<b>107,631,422</b>	<b>24,431,673</b>

Attachment B – FY 2023 HSGP Timeline | **2023**

DHS/FEMA Announcement of 2023 HSGP NOFO	February 13, 2023
Cal OES Application Due to DHS	May 18, 2023
DHS Award to California	September 25, 2023
Subrecipient period of performance begins	September 1, 2023
2023 HSGP California Supplement release	October 2023
Subrecipient Workshops	October 2023
Subrecipient Awards (45 days from DHS award)	October 2023
Subrecipient Final Applications for FY23 Due to Cal OES	December 29, 2023
Subrecipient period of performance ends	May 31, 2026
Final Cash Requests due to Cal OES	Within twenty (20) calendar days after end of grant
Cal OES's period of performance ends	August 31, 2026

# Attachment C: FY 2023 HSGP Application Checklist | 2023

**Subrecipient:** \_\_\_\_\_ **FIPS#:** \_\_\_\_\_

**Program Representative:** \_\_\_\_\_

## Financial Management Forms Workbook:

- ☐ Grant Award Face Sheet
- ☐ Authorized Body of 5
- ☐ Project Ledger
- ☐ Planning Tab
- ☐ Organization Tab
- ☐ Equipment Tab
- ☐ Training Tab
- ☐ Exercise Tab
- ☐ Consultant/Contractor Tab
- ☐ Management & Administration Tab
- ☐ Indirect Cost Tab
- ☐ Authorized Agent Sheet

## Attachments:

- ☐ Original Counter-Signed Award Letter
- ☐ Governing Body Resolution (Certified)
- ☐ Standard Assurances (Signed Originals)
- ☐ FFATA Certification
- ☐ Lobbying Certification
- ☐ Subrecipient Grant Management Assessment Form
- ☐ Indirect Cost Rate Negotiation Agreement
- ☐ Personnel Cap Waiver (If Applicable)
- ☐ Intelligence Analyst(s) Certificates (If Applicable)

## UASI Only:

- ☐ UASI Footprint
- ☐ UAWG Roster

## State Agencies and Tribes Only:

- ☒ Signature Authority Form (in lieu of Governing Body Resolution)

### For Cal OES Use Only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_



LOS ANGELES COUNTY/DEPARTMENT OF AUDITOR-CONTROLLER EXHIBIT G

SHARED SERVICES DIVISION  
GRANT PAYMENT REQUEST

SECTION A: SUBMITTING YOUR REQUEST

Please submit Grant Payment Request Form along with legible supporting documents to:

**Grants@auditor.lacounty.gov**

In the event e-mail is not available, you can mail your Grant payment request to (please do **not** fax or send duplicates):

Department of Auditor-Controller  
Shared Services Division / Attn: Grants Unit  
320 W. Temple Street, Room 380  
Los Angeles, CA 90012

1. Grant Name & Year:



SECTION B: SUB-RECIPIENT'S INFORMATION

1. Sub-recipient's Name: (reimbursement check will be made payable to a payee entered .....)	3. Taxpayer ID #:	4. Contact's Name:
2. Mailing Address (please let us know where you want your check delivered, including attention line if necessary):		4. Contact's phone:
		4. Contact's e-mail:

SECTION C: DETAIL PAYMENT REQUEST INFORMATION

1. SOLUTION AREA (e.g. equipment, training, planning, exercise, organization)	2. PROJECT # (e.g. 011.22)	4. EHP required? (Environmental & Historic Preservation)		5. VENDOR'S INVOICE # (Maximum of 5 invoices)	6. PURCHASE METHOD (including Training)			7. CLAIM AMOUNT (indicate the amount per each line)
		No	Yes (attach State Approval)		If Competitive, indicate the # of bids.	Non-Competitive Bid	Sole Source	
8. TOTAL								\$ 0.00

SECTION D: SUB-RECIPIENT'S CERTIFICATION

I certify that (please use the checkbox):

- ☐ 1. I am the duly authorized officer of the claimant herein and this claim is in all respect true and correct. All expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.
- ☐ 2. All instructions for this form were followed and all the supporting documentation (per instructions) is included with this claim.

3. \_\_\_\_\_ DATE

AUTHORIZED SIGNATURE

4. \_\_\_\_\_ AUTHORIZED TITLE

AUTHORIZED PRINTED NAME

5. AUTHORIZED CONTACT INFORMATION (If different from Section B):

PHONE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SECTION E: FOR SSD USE ONLY

STAMP WITH RECEIVED DATE HERE:

ASSIGNED INVOICE NO.:

**NOTE: This Form is intended for Internal SSD review purpose only.**

Revised on April 2021

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER / SHARED SERVICES DIVISION  
INSTRUCTIONS TO COMPLETE THE GRANT PAYMENT REQUEST**

**Purpose of these instructions:**

To assist sub-recipients in completing the Grant Payment Request. We appreciate your participation in this program, for questions or suggestions please use our e-mail below to contact us. **Please do not send these instructions to us, they are to be used for your guidance only.**

**SECTION A: GENERAL INSTRUCTIONS FOR SUBMISSION OF GRANT PAYMENT REQUEST**

In numeral **1** of this section, please enter the name and year of the grant program that you are submitting for payment. In addition, please help us expedite the process of your Homeland Security claims by:

- Completing the Grant payment request correctly and according to these instructions.
- Submitting your Grant payment request using our e-mail --> **Grants@auditor.lacounty.gov** (please do **not** fax documents).
- Sending your Grant payment request only once (we do not require original documents and duplicates will slow down our process).
- Using the checkboxes to ensure all the required supporting documents and files accompany your Grant payment request. Supporting documents are flagged for your convenience with a checkbox within the corresponding areas.
- Ensuring that all documents attached to your Grant payment requests are legible.
- Submitting Grant payment request timely. We do **not** guarantee the process of Grant payment requests that are submitted late or too close to the final due date. Reimbursable expenditures need to be charged within the performance period of the grant and submitted to us as soon as they are incurred.

**SECTION B: SUB-RECIPIENT'S INFORMATION**

**The following numerals provide the instructions to fill in the corresponding numeral in the form:**

1. Please enter the name of the agency requesting for payment. The name of the agency should be typed according to its signed agreement and as you need it to appear in the payee line of the reimbursement check.
2. Please enter the complete address (street number and name, city, zip code) and attention line where you will need to receive the reimbursement check. Please note that this is not necessary for L.A. County departments.
3. Please enter the tax ID of the governmental entity requesting payment. Please leave blank for L.A. County departments.
4. Please enter the information of the person that can assist us with detail claim questions.

**SECTION C: DETAIL PAYMENT REQUEST INFORMATION**

In order to expedite your Grant payment request, in this area's grid, include a **maximum of five (5) invoices or reimbursements charges (one charge or one invoice per line)**. The invoices or charges need to share the same solution area, project #.

**The following numerals provide the instructions to fill in the corresponding numeral in the form:**

1. Enter the solution area corresponding to the claim. This information is found in the latest budget of the grant. Examples of solution areas are: equipment, training, planning or exercise.
2. Enter the project # corresponding to the claim. This information is found in the latest budget of the grant. An example of Item # is 17.020.
4. Check with an X under either yes or no according to the claim's Environmental & Historical Preservation (EHP) requirements from the State. EHP approval needs to be obtained from the State **prior** to the start of the project on certain equipment items (see AEL description) or training/exercise projects. Please attach the following:
  - a) ☐ **State EHP Approval:** if required by the state for your claim.

**SECTION C: (Continued)**

5. If the expenditures that you are claiming were purchased thru a vendor or contractor, please enter the invoice # in the grid area. Please note that you are responsible for following acceptable purchasing policies and for documenting your procurement process. Additionally please include the following documentation with your claim:
- a) ☐ **Copy of the invoice:** Please attach an invoice that provides sufficient information to be used as a cross reference with the items described in your grant line item and AEL #. When the invoice includes items that are not being claimed or that belong to different claims or grants, please circle and designate on the invoice the items that you are requesting for reimbursement. Each item circled must have a project #, a funding source, and a total. Purchase orders and price quotes will not be accepted in the place of the invoice.
  - b) ☐ **Copy of the purchase order**
  - c) ☐ **Print out of the corresponding AEL # (Authorized Equipment List number).** The AEL listing can be found at: <https://www.fema.gov/grants/guidance-tools/authorized-equipment-list>
  - d) ☐ **Proof of payment of the invoice:** The proof of payment for L.A. County Departments is the printout from e-CAPS showing that the check cleared the bank. The proof of payment for **other** than L.A. County Department is the corresponding copy of the bank's cleared check .
  - e) ☐ **Calculations for use tax paid:** When use tax is paid, clearly show the calculations of the use tax in the invoice included in your claim.
  - f) ☐ **Proof of payment of the use tax:** Please provide official documents which authenticate the remittance of the use tax to the state, the amount and the reference to the invoice being claimed.
  - g) ☐ **Federal Debarment Listing:** Please provide a screen print out of the queried Federal Debarment Listing at [sam.gov/SAM/](http://sam.gov/SAM/). The listing needs to be queried **prior** to the selection of the vendor.
6. If you are claiming services, supplies, training related costs, or any other type of items purchased thru a vendor or contractor or government agency, please indicate with an X the method that you used to acquire the items (do **not** leave blank or mark more than one). Please note that competitive bid, non-competitive bid or sole source are the only valid purchasing methods.
- a) ☐ **Competitive Bid:** for projects that received more than one bid. Please indicate number of bids received (must be more than one).
  - b) ☐ **Non-Competitive Bid:** for single bid purchases of \$250,000 or more (effective June 21, 2018) to a single vendor or a single project, please attach the approval from the State. The approval needs to be requested from the State **prior** to the start of the project.
  - c) ☐ **Sole Source:** for non-bid purchases of \$250,000 or more effective (June 21, 2018) to a single vendor or a single project, please attach the approval from the State. The approval needs to be requested from the State **prior** to the start of the project.
7. Enter the amount of your claim after you verify that your budget is sufficient to cover your request. When the amount of the budget is not sufficient, please let your Program Coordinator know of the possible need for budget modification.
8. Enter the "Total Amount" by adding the subtotal claims included in each line.

**SECTION D: SUB-RECIPIENT'S CERTIFICATION**

The following numerals provide the instructions to fill in the corresponding numeral in the form:

1. Please read and check the box provided if you are an authorized signor.
2. Please read and check the box provided if you are an authorized signor.
3. Please sign the Grant payment request if you are an authorized signor of your agency.
- 4 & When the authorized person is the same as the contact person in Section B you do not need to enter the authorized contact information. If the
5. authorized person and the contact person in Section B are different, please enter all the fields in this area as requested.

**ADDITIONAL ITEMS THAT YOU NEED TO ATTACH TO YOUR GRANT PAYMENT REQUEST****For Equipment Claims:**

- a) ☐ **Equipment Inventory Listing (Print out & Excel File):** Please include both the printout of the listing and the corresponding excel file with your claim. The excel file is used to submit your claim with the state and the printout as backup document for audits. If there is no serial # for your equipment please assign a valid ID tag, or write "Consumable" (if it applies) or write N/A. please do NOT leave the corresponding space blank. <sup>\*1</sup> Please refer to the **Instructions to Equip Inty Tab for completion procedures of Equipment Inventory.**

Additionally, please enter the appropriate CBRNE Mission (Chemical, Biological, Radiological, Nuclear, or Explosive) in the column titled "Equipment Description & Quantity". This only applies to vehicles with AEL # 12VE-00-MISS (Vehicle Specialized Mission: CBRNE).

**You need to inform us of any changes on the items above <sup>\*1</sup>. This applies to each piece of equipment added in the Inventory Listing, including when the items are disposed and/or no longer useful. We will update the master inventory listing (per grant requirement) according to the information you give us. Please make sure that you include all the attachments that are necessary to provide us with the requested information.**

**For Training Claims:**

- a) ☐ **State Sole Source Approval:** If you are claiming training related costs thru a Non-Competitive Bid or Sole Source training provider, regardless the purchased amount, please attach the State's approval (effective December 03, 2018). The approval needs to be requested from the State prior to the start of the project.
- b) ☐ **State-Sponsored Training Reporting Form (with the tracking request #):** Please add this form along with the Training Request Form Training Officer (POC), which you completed at the website, to the claim's backup documentation. All the backup documentation submitted for the training claim needs to agree with the training period and the detail description on the Training Reporting Form and the line item of the Grant. Training request #'s must be obtained from the State prior to the start of the project.
- c) ☐ **Receipts and paid invoices:** please include the complete copy of the receipts and paid invoices with your claim for itemized costs such as air plane tickets, hotel stays, instructor's fees, workshop cost, facilities fees, consulting services, etc. Additionally, you will need to include the documents requested in numeral 5 under Section C.

If you are including **personnel cost** with your training claim, please add the following:

- d) ☐ **Personnel List (Print out & Excel File):** Please include both the printout of the listing and the corresponding excel file with your claim. The excel file is used to submit your claim with the state and the printout as backup document for audits.
- e) ☐ **Documents that certify completion of the training:** please attach supporting documents that show the class name, dates of training, # of hours of the training class, printed name and signature of individual taking the class and approval signature from supervisor or trainer (attach the information for backfilled positions also). Examples of documents that certify completion of training are:
- Attendance sheets (signed by employee and instructor)
  - Sign in sheets (same as above)
  - Signed training certificates
- f) ☐ **Summary Listing of Charges:** Please use the **Training Summary Sheet** form provided in this claim packet that **clearly** shows the breakdown of the training charges per employee and that match the total claimed. This form includes the following: employee name, assignment, job title, date, salary, hours claimed, regular rate, overtime rate, employee benefits rate, claim amount per employee, clear calculations of amount claimed per employee and total (equal to the amount claimed).

**Please ensure that the Training Summary Sheet is verified/approved by an authorized signatory, with printed name and title, and dated.**

- g) ☐ **Backup for the Benefits Rate:** If you are adding benefits to your claim, please make sure that you include the official calculation for the rate used.
- h) ☐ **Timecards:** Include a printout of the corresponding timecards. Manual timecards need to indicate the # of hours charged per day to the grant, supervisor's signature, employee name and signature. Automatic system generated timecards need to be approved and include the name of the employee and hours charged per day to the grant.
- i) ☐ **Explanation of timekeeping codes:** When the supporting documentation (timesheet, payroll register, etc.) includes timekeeping codes please provide a printout with the explanation of the usage as detailed as possible.



EXHIBIT G

- j) ☐ **Payroll register:** The payroll register needs to clearly support and explain the amount claimed per employee. It also needs to show the salary, hourly rate, employee benefits and overtime rate.
- k) ☐ **Roster of backfilled positions:** When you are claiming overtime for a backfilled position, please attach the backfilled roster to your claim. The roster needs to include the name of the backfilling employees, a short description of duties performed, the corresponding employee whose duties were covered and the dates accordingly. Please make sure that the roster is signed and that you include documentation corresponding to the employee covered by the backfilling position.

**For Planning Claims:**

- a) ☐ **Deliverable (or final product):** Please include with your claim the final product of the planning activity (deliverable) that was identified in the grant award.
- b) ☐ **Signed Certificate of Completion:** The certificate of completion can be an e-mail confirming that the planning activity was completed.
- c) ☐ **Invoices:** If your planning claim includes charges invoiced by vendors, please see requirements and documents you need to attach to your claim form under Section C (numeral 5 and numeral 6).
- d) ☐ **Supporting Documentation for Personnel Cost:** When your planning claim includes personnel cost, please see d) to i) under Training Claim (supporting documents needed) and add to the documentation.

**For Exercise Claims:**

- a) ☐ **Proof of State Approval of After Action Report (AAR):** In order for your AAR to be approved you have to submit it to the State using the ODP Portal (see link below), within 90 days after completion of the exercise. You need to notify the State when the AAR is uploaded so they can proceed with the approval process.
- [https://hseep.dhs.gov/DHS\\_SSO/](https://hseep.dhs.gov/DHS_SSO/)
- b) ☐ **Invoices:** If your exercise claim includes charges invoiced by vendors please see requirements and documents you need to attach to your claim form under Section C (numeral 5 and numeral 6).
- c) ☐ **Supporting Documentation for Personnel Cost:** When your exercise claim includes personnel cost, please see d) to i) under Training Claim (supporting documents needed) and add to the documentation.

**For Organization Claims: Please see above b) and c) under Exercise Claims**

GRANT NAME:  
SUB-RECIPIENT:

P. \_\_\_ of \_\_\_

Grant Project Year	AEL No.	Description of Property	Serial # or Other ID #	SAFECON Consult	Source of Property (Yes/No/NA)	Department (Title Holder)	Vendor Name	Invoice Number	Acquisition		Location	Use & Condition (N=New, D=Deployed,
									Date	Cost		

[illegible]

### Equipment Inventory Listing Procedures for Completion

**OBJECTIVE:** To provide an equipment inventory listing that links the State Homeland Security Workbook, to the Equipment Ledger and to the Equipment Listing to simplify the tracking and accountability; and to eliminate duplication and confusion.

<u>Field</u>	<u>Date Element</u>	<u>Procedure</u>
(1)	Grant Name	SHSP or EMPG
(2)	Sub-Recipient	Name of your agency
(3)	Date of Report	Date report completed {1}
(4)	Grant Year	Grant Year of funds used to purchase equipment
(5)	Project #	Project Number (from Grant Workbook Project Sheets)
(7)	AEL No.	Authorized Equip Listing No (from Grant Workbook)
(8)	Description	Description of the equipment
(9)	Serial # or Other ID #	Serial # or Other identification # used
(10)	Safecom consult	Fill out either by Yes, No, or N/A
(11)	Source of Property	Funding source, i.e, SHSP, EMPG, etc.
(12)	Title Holder	Name of agency (City/Department)
(13)	Vendor Name	Name of the vendor
(14)	Invoice Number	Invoice number
(15)	Acquisition Date	Date equipment acquired
(16)	Acquisition Cost	Cost of the individual equipment item
(17)	% of Fed Part	Fed participation in the cost of equipment
(18)	Location	Location of equipment
(19)	Use & Condition	Use & condition {2}
(20)	Disposition data	Date of disposition
(21)	Sale Price	Sale price, If applicable, or N/A for not applicable

The Equipment Inventory Listing must be completed in its entirety to meet the objective of the form.

Note {1}: This date should be the date the physical inventory of equipment was taken and the results reconciled with the equipment records (at least once every two years).

{2} Indicate: N = New, D = Deployed, O = Out of Service, L = Lost & S = Stolen

Distribution

Copy maintained in sub-recipient file  
Copy forwarded to Shared Services Division

## Grant Name

Jurisdiction Name:

**Training Provider:**

**OHS Approved Course Title:**

Non-SLGCP Course Title &amp; OHS Tracking No.

(requires pre-approval thru OEM)

Date of Course:

Class/ Exercise Duration/Hours:

[illegible]

Approved by:

Authorized Signature

Print Name and Title

Date \_\_\_\_\_

## PLANNING ROSTER

[illegible]

Approved by:

Authorized Signature

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Print Name and Title

Date \_\_\_\_\_

## EXERCISE ROSTER

[illegible]

Approved by:

**Authorized Signature**

Print Name and Title

Date \_\_\_\_\_

## **8. Notes on Personnel Cost:**

### **In general, costs associated with:**

- ☐ Work performed under contract for a specific deliverable DOES NOT count against the personnel cap, however,
- ☐ Work performed under contract for an undefined period, such as for personnel costs supporting operational activities, including general planning, training or exercise activities DO count against the personnel cap; and
- ☐ Work performed by all non-contractor personnel, including for full- or part-time staff and operational overtime DO count against the personnel cap.

### **The following examples would not count towards the personnel cap:**

- ☐ Vendor installation of a radio tower;
- ☐ Vendor training on new equipment purchased;
- ☐ Contractor hired to create an Emergency Operations Plan;
- ☐ Contractor hired to provide deliveries of ICS 400; and
- ☐ Contractor hired to assist with planning, training, evaluating, and reporting the effectiveness of a specific exercise.

### **The following examples would count towards the personnel cap:**

- ☐ Contractor hired to be the State's WMD training instructor with no specific deliverables under contract;
- ☐ Contractor hired to facilitate unidentified number of exercises throughout the performance period;
- ☐ Contractor hired to be the part-time auditor of Homeland Security Grants throughout the year; and
- ☐ Contractor hired to be an intelligence analyst.

**EXHIBIT G**

[illegible]



***Subrecipient Monitoring Instrument***

**Subrecipient Monitoring Instrument**

**PROJECT TITLE**

Los Angeles County State Homeland Security Program  
Monitoring Reports

**A. FINANCIAL REPORTING REQUIREMENTS**

**Objective**

To determine that the Subrecipient implemented corrective action to address findings noted in its Single Audit that is related to the Homeland Security Grant.

	<b><u>Verification</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Comment</u></b>
1.	Was a Single Audit completed for Grant Year 2014-15 and 2015-16?			
2.	If yes, did the Subrecipient forward a copy to the Homeland Security Grant Administrator (HSGA) by March 30 <sup>th</sup> of the year following the audit?			
3.	Did the Single Audit(s) identify findings related to the Homeland Security Grant? If yes, please continue. If no, please mark N/A and continue to Section B.			
4.	Did the Subrecipient develop a corrective action plan that addresses the finding(s)?			
5.	Did the Subrecipient send a copy of a corrective action plan to the HSGA?			
6.	Did the Subrecipient implement the corrective action plan?			

**B. TRAINING****Objective**

To determine that the Training expenditures were appropriately documented and that the activities aligned with the project's goals and objectives. If the Training activities involved employees, determine if the Subrecipient appropriately documented the Training expenditures using employee timecards, sign-in sheets, and certificates of training. If the Training activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement procedures to hire the consultants or contractors. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1. Did the Subrecipient receive funding for Training expenditures? If yes, then continue. If no, continue to next section.			
2. Did the Subrecipient receive prior approval from the State either via email or other documentation and did it include the training course name and number?			
3. If the Training expenditures relate to the use of employees, did the Subrecipient appropriately document the Training expenditures using employee timecards, sign-in sheets and certificates of training?			
4. If Training expenditures relate to the use of consultants/contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
5. Did the Subrecipient accurately report the Training expenditures in their accounting records?			
6. For Projects with overtime expenditures for Training:			
a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			
b. Did the Subrecipient accurately report the overtime expenditures in their accounting records?			

**B. TRAINING (Continued)**

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
7. For Projects with backfill expenditures for Training:				
a. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?				
b. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and sign-in sheets?				
c. Did the Subrecipient accurately report the expenditures in their accounting records?				
8. Were employee timecards utilized in Training activities signed and dated by the employee and direct supervisor?				
9. Were the Training expenditures consistent with the State approved grant award and/or post award modification(s)?				
10. Ensure the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports submitted by HSGA:				
a. If the Project prior Grant Year monitoring report finding was resolved, explain resolution, and indicate such in the current report as resolved.				
b. If the Project prior Grant Year report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.				

## **C. PLANNING**

### **Objective**

To determine that the Planning expenditures were appropriately documented and that the activities aligned with the project's goals and objectives. If the Planning activities involved employees, determine if the Subrecipient appropriately documented the Planning expenditures using employee timecards and sign-in sheets. If the Planning activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement policies. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<b><u>Verification</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Comments</u></b>
1. Did the Subrecipient receive funding for Planning expenditures? If yes, continue. If no, continue to next section.			
2. Did the Subrecipient appropriately document the Planning expenditures providing copies of the support documentation that indicated the efforts made to produce the final product and a copy of the product produced?			
3. If Planning expenditures relate to the use of employees, did the Subrecipient use employee timecards and sign-in sheets?			
4. If Planning expenditures relate to the use of consultants/contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
5. Did the Subrecipient accurately report the Planning expenditures in their accounting records?			
6. For Projects with overtime expenditures for Planning:			
a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			

**C. PLANNING (Continued)**

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
b.	Did the Subrecipient accurately report the overtime expenditures in their accounting records?			
7.	For Projects with backfill expenditures for Planning:			
a.	Does the Subrecipient have documentation that the backfill expenditures were approved by the State?			
b.	Did the Subrecipient appropriately document the backfill expenditures using employee timecards and sign-in sheets?			
c.	Did the Subrecipient accurately report the backfill expenditures in their accounting records?			
8.	Were the employee timecards utilized in Planning activities signed and dated by the employee and direct supervisor?			
9.	Were the Planning expenditures consistent with the State approved grant award and/or post award modification(s)?			
10.	Ensure the Subrecipient corrected area of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports submitted to HSGA:			
a.	If the project prior Grant Year monitoring report finding was resolved, explain resolution, and indicate such in the current report as resolved.			
b.	If the project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

**SAMPLE COPY****EXHIBIT H****D. EQUIPMENT****Objective**

To determine that the project Equipment expenditures are supported by invoices and that a listing of the Equipment/property is maintained by the Subrecipient. To determine that the purchases are aligned with the project's goals and objectives. Use Worksheets 2 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

	<b><u>Verification</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Comments</u></b>
1.	Did the Subrecipient receive funding for Equipment expenditures? If yes, continue. If no, continue to next section.			
2.	Did the Subrecipient maintain invoices to support the Equipment expenditures?			
3.	Did the Subrecipient follow proper procurement procedures to purchase the Equipment and were the items listed in the federal "Authorized Equipment List" and/or "Standardized Equipment List"?			
4.	Did the Subrecipient accurately report the Equipment expenditures in their accounting records?			
5.	Did the Subrecipient maintain an Equipment inventory that listed the following: <ul style="list-style-type: none"> <li>a) Description of Equipment,</li> <li>b) Serial number or other identification number,</li> <li>c) AEL number,</li> <li>d) Fund/source/grant year,</li> <li>e) Title holder,</li> <li>f) 100 percent of federal participation. If no, then identify percentage,</li> <li>g) Acquisition date,</li> <li>h) Acquisition cost,</li> <li>i) Quantity,</li> <li>j) Equipment location,</li> <li>k) Use and condition of Equipment,</li> <li>l) Disposal date and sale price of the Equipment</li> </ul>			
6.	Did the Subrecipient conduct an inventory of Equipment purchased with Cal/OES grant funds at least once every two years?			

**D. EQUIPMENT (Continued)**

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
7. Was the Equipment physically inspected to ensure: a. The Equipment existed and agreed to inventory listing?  b. The Equipment worked and adequately trained staff are available to operate the Equipment?			
8. Did the Subrecipient maintain Equipment in a secure location?			
9. For property other than Equipment, i.e. supplies, did the Subrecipient have controls and accountability to safeguard and ensure that the items are used and solely for authorized purposes?			
10. For Equipment disposal, if any:  a. Was the disposition consistent with federal regulations? b. What is the status of the proceeds received from the disposal?			
11. Did the Subrecipient have a policy for damaged, destroyed, lost or stolen Equipment including but not limited to informing the Cal/OES, steps to replace the Equipment and an investigative process?			
12. Were the Equipment expenditures consistent with State approval grant award and/or post award modification(s)?			
13. Ensure the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports maintained by HSGA:  a. If the project prior Grant Year monitoring report finding was resolved, explain resolution, and indicate such in the current report as resolved.  b. If the project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

**E. EXERCISE**

**Objective**

To determine that the Exercise expenditures were appropriately documented and the activities align with project's goals and objectives. If the Exercise activities involved employees, determine if the Subrecipient appropriately documented the Exercise expenditures using timecards and sign-in sheets. If the Exercise activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement procedure. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<b><u>Verification</u></b>	<b>Yes</b>	<b>No</b>	<b><u>Comments</u></b>
1. Did the Subrecipient receive funding for Exercise expenditures? If yes, continue. If no, continue to next section.			
2. Did the Subrecipient receive prior approval from the State either via email or other documentation and did it include the Exercise course name and number?			
3. If the Exercise expenditures relate to the use of employees, did the Subrecipient appropriately document the Exercise expenditures using employee timecards, sign-in sheets, and certificates for Exercise?			
4. If the Exercise expenditures relate to the use of consultants/ contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
5. Did the Subrecipient accurately report the Exercise expenditures in their accounting records?			
6. For Projects with overtime expenditures for Exercise:			
a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			
b. Did the Subrecipient accurately report the overtime expenditures in their accounting records?			
c. Did the Subrecipient accurately report the backfill expenditures in their accounting records?			
7. For Projects with backfill expenditures for Exercise:			
a. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?			
b. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and sign-in sheets?			



**E. EXERCISE (Continued)**

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
8. Were the employee timecards utilized in the Exercise activities signed and dated by the employee and direct supervisor?			
9. Were the Exercise expenditures consistent with the State approved grant award and/or post award modifications?			
10. Ensure the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports:			
a. If the Project prior Grant Year monitoring report finding was resolved, explain resolution and indicate such in the current report as resolved.			
b. If the Project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

F. ORGANIZATION

**Objective**

To determine that the Organization expenditures were appropriately documented and that the activities align with the project’s goals and objectives. If the Organization activities involved employees, determine if the Subrecipient appropriately documented the Organization expenditures using employee timecards and sign-in sheets. If the Organization activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement policies. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1. Did the Subrecipient receive funding for Organization expenditures? If so, continue. If no, continue to next section.			
2. If the Organization expenditures relate to the use of employees, did the Subrecipient document the expenditures using employee timecards, sign-in sheets, or with other support documentation that substantiated the expense?			
3. If the Organization expenditures relate to the use of consultants or contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
4. Did the Subrecipient accurately report the Organization expenditures in their accounting records?			
5. For Projects with overtime expenditures for Organization:			
a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			
b. Did the Subrecipient accurately report the overtime expenditures in their accounting records.?			

**F. ORGANIZATION (Continued)**

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
6. For Projects with backfill expenditures for Organization:				
b. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?				
c. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and other payroll documentation?				
7. Were employee timecards utilized in Organization activities signed and dated by the employee and direct supervisor?				
8. Were the Organization expenditures consistent with the State approved grant award and/or post award modification(s)?				
9. Ensure that the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports maintained by HSGA:				
a. If the Project prior Grant Year monitoring report finding was resolved, explain resolution and indicate such in the current report as resolved.				
b. If the Project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.				





December 12, 2025

Craig Hirakawa  
County of Los Angeles  
Chief Executive Office  
500 W. Temple Street, Room 713  
Los Angeles, CA 90012

SUBJECT: **APPROVAL OF PERFORMANCE BOND WAIVER REQUEST**  
FY2023 Homeland Security Grant Program (HSGP)  
Grant #2023-0042; Cal OES ID #037-00000

Dear Mr. Hirakawa:

The California Governor's Office of Emergency Services (Cal OES) has received, reviewed, and approved Los Angeles County's performance bond waiver request on behalf of the City of Huntington Park Police Department, dated December 9, 2025, for the purchase of the Tesla SUV response vehicle (Project 064).

Thank you for your work in protecting California. We look forward to your continued collaboration towards our homeland security strategy and appreciate your cooperation and support.

If you have any questions, please don't hesitate to contact your Program Representative, Antoinette Johnson, at [Antoinette.johnson@caloes.ca.gov](mailto:Antoinette.johnson@caloes.ca.gov) or (916) 845-8260.

Sincerely,

VIDAL LOPEZ  
Chief, Homeland Security Grants Unit



## ITEM 4



**CITY OF HUNTINGTON PARK**  
Communications and Community Relations Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

**CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH THE MERINO GROUP TO PROVIDE CRISIS COMMUNICATION, AND EMERGENCY RESPONSE SERVICES**

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Approve the award of a Professional Services Agreement to the Merino Group to provide crisis communication, and emergency response services; and
2. Authorize the City Manager to negotiate final terms and execute Professional Services Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The City of Huntington Park is enhancing its communications and public information framework to deliver timely, accurate, and consistent information to residents, businesses, media, and partner agencies during emergencies and other high-impact events. Effective crisis communications protect public safety, limit misinformation, maintain public trust, and ensure continuity of operations.

On November 3, 2025, the City issued an RFQ on PlanetBids for Public Information Officer (PIO) and Crisis Management Services, which closed on November 17, 2025, at 2:00 p.m. After reviewing proposals and conducting interviews, staff determined that the City's needs are best met by separate agreements for (1) day-to-day PIO/public affairs services and (2) crisis communications and emergency response communications, due to the specialized nature and risk profile of crisis work.

This report covers only crisis communications and emergency public information support services.

# **CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO THE MERINO GROUP TO PROVIDE CRISIS COMMUNICATION, AND EMERGENCY RESPONSE SERVICES**

January 13, 2026

Page 2 of 3

## **STAFF RECOMMENDATION**

The City received four (4) Statements of Qualifications in response to the RFQ:

1. Actum, LLC
2. Blue Icon Communications
3. The Merino Group
4. CollComm Public Relations

Staff reviewed proposals for responsiveness and qualifications. Interviews with the three qualified firms took place on Monday, December 22, 2025. Evaluations focused on municipal crisis communications experience, response capacity and availability, approach and methodology, coordination with executive leadership, bilingual communications capability, and overall value.

Based on proposals and interviews, staff recommends awarding The Merino Group the Professional Services Agreement for crisis communications and emergency public information support services.

The Merino Group is the best fit for the City's crisis communications needs for the following reasons:

- Experience supporting public agencies during high-visibility, time-sensitive situations requiring rapid response, message discipline, and coordinated outreach;
- The ability to provide bilingual (English/Spanish) crisis messaging and media coordination;
- In-house capacity to support emergency-related public information materials, including digital communications and video content as needed; and
- Familiarity with Huntington Park's community and operational environment.

The Merino Group currently provides crisis communications support to the City. Staff recommends continuing with The Merino Group to maintain coverage and avoid disruption to the City's crisis response communications framework.

The proposed agreement will have The Merino Group provide crisis communications and emergency public information support, including:

- Crisis communications planning;
- Rapid response support during emergencies and major disruptive events;
- Media coordination and development of official statements/talking points;
- Misinformation monitoring and rumor control support;
- Bilingual public messaging (English/Spanish); and
- Coordination with the City Manager's Office, Police Department, and Communications and Community Relations Department during active incidents.



**CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO THE MERINO GROUP TO PROVIDE CRISIS COMMUNICATION, AND EMERGENCY RESPONSE SERVICES**

January 13, 2026

Page 3 of 3

**FISCAL IMPACT/FINANCING**

This action does not create additional fiscal impact. The FY 2025–26 adopted budget already funds crisis communications and emergency public information support, and the final agreement will remain within available appropriations.

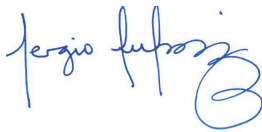
**CONCLUSION**

Approving the recommended action will formalize the City's crisis communications capacity during emergencies and high-impact events. Upon Council approval, staff will negotiate and execute an agreement with The Merino Group for crisis communications and emergency public information support services.

Respectfully submitted,



**RICARDO REYES**  
City Manager



**SERGIO INFANZON**  
Director of Communications and Community Relations

**ATTACHMENT(S)**

**A. Request for Qualifications Proposals Submitted**

1. Actum, LLC
2. Blue Icon Communications
3. The Merino Group
4. Collcomm Public Relations

**B. Draft of Professional Services Agreement for the Merino Group**

# Request for Qualifications - Huntington Park

November 2025

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PREPARED BY:  
ACTUM, LLC

**November 17, 2025**

City of Huntington Park  
Office of the City Clerk  
6550 Miles Avenue  
Huntington Park, CA 90255

Re: Request for Qualifications – Public Information Officer and Crisis Management Services

Dear Selection Committee,

On behalf of Actum LLC, I am honored to submit our qualifications to serve as the City of Huntington Park's partner for Public Information Officer and Crisis Management Services. Actum's mission—to move people, policy, and progress—aligns closely with Huntington Park's commitment to transparent governance, meaningful community engagement, and responsive public service.

We view this opportunity not merely as a contract, but as a partnership to strengthen the City's voice, build public trust, and ensure that residents are informed, engaged, and empowered. With deep roots in California and decades of experience in public affairs, media relations, crisis communications, and community engagement, our firm is uniquely positioned to enhance Huntington Park's reach and strengthen its connection with residents, stakeholders, and media.

Our team brings extensive experience developing bilingual, culturally grounded communications strategies for public agencies and community organizations such as Los Angeles County Department of Health Services and numerous cities across California. Through strategic storytelling, savvy public relations with public information in mind, and an understanding of crisis management, we will ensure the City's communications are clear, consistent, and impactful.

Actum understands the unique dynamics of serving diverse communities. Many members of our team come from the communities that Huntington Park represents, giving us cultural fluency and insight.

Thank you for the opportunity to present this proposal. We look forward to the possibility of collaborating with the City of Huntington Park. Our submission is valid for ninety(90) days and I am signing below to bind the firm.

With respect and appreciation,



**Fabian Núñez**

Co-Founder and Managing Partner, Actum LLC

## PERSONNEL

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### **Becky Warren | Partner**

With more than 25 years of experience, Becky Warren is a seasoned communications strategist who has advised Fortune 100 companies and provided counsel to some of the most disruptive and closely watched organizations in the world.

She was the co-founder of Elevate Public Affairs, one of California's leading public affairs firms, where she led the strategic communications practice - including media relations, crisis and litigation communications, and high-stakes public affairs campaigns.

Earlier in her career, Becky was a partner at a Los Angeles-based public affairs firm and served as managing director of the Sacramento office for a global public affairs consultancy. She also served as Deputy Communications Director in the Schwarzenegger Administration, where she managed the Governor's public appearances and led statewide media strategy.

Becky has held senior communications and policy roles in both the California State Assembly and State Senate, and for the California Restaurant Association, representing one of the state's largest industries.

She currently serves on the boards of Leadership California and the Los Angeles Conservation Corps and is the former Chair of the Santa Monica Chamber of Commerce. Becky earned her bachelor's degree in Political Science from the University of California, Santa Barbara, and is an alumna of the prestigious Jesse Marvin Unruh Assembly Fellowship Program.



### **Claire Totten | Senior Managing Director**

Claire Totten brings more than fifteen years of experience advising government agencies, major public institutions, and public and private companies on complex communications, crisis management, and public-affairs strategy. She specializes in shaping high-stakes narratives for local and statewide government, directing rapid-response operations, and managing sensitive media environments that demand precision, discretion, and strategic clarity.

Claire has extensive experience serving as a de facto Public Information Officer for public agencies of every size—from major statewide departments and the nation's largest county and city systems to smaller municipalities, school districts. She has led crisis communications for large-scale health and human services systems, coordinating closely with emergency management and multi-agency joint information structures during fast-moving public-safety events, operational disruptions, and the early and most volatile phases of COVID-19. Claire has also guided smaller cities and public institutions through sensitive incidents, reputational threats, and community-level crises.

She previously directed communications and strategic initiatives for New York City Mayor Bill de Blasio's signature administration-wide initiative, overseeing government affairs, rapid response, and multi-agency coordination. Earlier in her career, Claire worked in fixed-income sales and trading at Morgan Stanley.

A graduate of Harvard University, Claire will serve as the City's primary point of contact during the contracted period.



### **Janet Fernandez | Senior Vice President**

Janet is a seasoned public affairs professional with a strong track record of shaping strategy, building coalitions, and driving impactful communications across the private and public sectors. She is widely regarded as a trusted advisor on complex policy issues at the federal, state, and local levels.

Prior to Actum, Janet was a Vice President at Elevate, a leading California public affairs firm, where she oversaw major advocacy efforts, managed crisis communications, and led statewide campaigns for Fortune 500 companies, industry coalitions, and local governments. Her work consistently moved public opinion, influenced legislation, and strengthened community engagement.

Earlier in her career, Janet ran political and ballot measure campaigns at Grassroots Lab. Fluent in Spanish and deeply culturally fluent, she is highly effective at helping clients connect with diverse audiences and advance inclusive, community-centered strategies.

A proud Banana Slug, Janet earned her Bachelor of Arts in Politics from UC Santa Cruz.





### **Sydney Kovach | Director**

Sydney Kovach is a Director at Actum, where she specializes in earned media strategy, message development, and public affairs campaigns across California. With a focus on media engagement, strategic storytelling, and community visibility, she leads day-to-day communications for a diverse portfolio of clients, securing media coverage, producing press materials, and executing events of all sizes. She has advised executive leadership on messaging, built long-standing relationships with journalists, and played a key role in client relations.

Sydney began her career as an editor and reporter at UCLA's Daily Bruin, covering campus politics and student activism, and later worked in consulting roles focused on public funding, grants, and strategic communications. She holds a B.A. in Global Studies with minors in Public Affairs and Geography from the University of California, Los Angeles.



### **Kimberly Abarca | Senior Associate**

Kimberly is a messaging strategist, with expertise in narrative development, public engagement, and mission-driven campaigns that center community voices. Kimberly bridges the gap between messaging development and community connection, to ensure narrative development that connects and resonates with the communities we serve. As a native Angeleno, born and raised in South Gate, Kimberly brings a unique lens, blending strategy with cultural fluency to help launch initiatives that resonate with diverse Angelenos, neighborhood by neighborhood.

Prior to this role, Kimberly worked at Mercury LLC Public Affairs, where she gained a diverse insight into communications, public relations, and coalition building. Kimberly is a graduate of Yale University, where she majored in Political Science with an emphasis on international relations.

## EXPERIENCE

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Actum LLC is a full-service communications and public affairs consultancy with offices in Los Angeles, Sacramento, New York and Washington, D.C. We specialize in connecting policy to people through communications that build trust, shape perception, and mobilize communities. Actum's mission—to move people, policy, and progress—is deeply aligned with Huntington Park's commitment to transparent governance, community engagement, and responsive public service.

Founded in 2021, Actum is driven by a diverse team of 120+ professionals who bring expertise across bilingual communications, government relations, crisis management, media relations, and community engagement. Our leadership includes former California Assembly Speaker Fabian Núñez, former U.S. Senators Laphonza Butler and Barbara Boxer, and—and, in combination with our acquisition of Elevate Public Affairs—a team with decades of direct experience serving cities and counties across California, including the City of Industry, El Monte, Compton, and Bell.

Actum brings deep experience across municipal communications, having led strategic initiatives that build sustainable communications infrastructure and drive measurable community engagement. Our team's work has spanned large-scale public information campaigns supporting Census outreach and COVID-19, from emergency response to vaccination drives, to daily municipal communications managing media relations and resident engagement. Through strategic storytelling, integrated media, and experience in crisis and high-stakes situations, we ensure communications are clear, consistent, and impactful.

Actum is uniquely equipped to support municipalities through the full spectrum of communication situations that can arise in local government. Whether responding to internal investigations, managing public sentiment during periods of heightened scrutiny, addressing misinformation, or guiding communications through controversial policy decisions, our team has the experience and protocols to help you weather every storm. We have supported clients through personnel matters requiring sensitive internal and external messaging, reputational challenges stemming from negative media coverage, community unrest following critical incidents, and rapid-response scenarios demanding immediate stakeholder coordination. Our crisis management approach combines real-time media monitoring, strategic message development, spokesperson preparation, and proactive community engagement to protect institutional credibility while maintaining public trust.

Many members of our team come from and have long served the Latino community, giving us not only cultural fluency but also authentic relationships and credibility with the audiences Huntington Park serves every day. We have worked in virtually every county across California—urban and rural alike—partnering with government agencies, school districts, and community-based organizations to deliver messages that resonate and mobilize action.

This combination of statewide reach and deep community roots uniquely positions Actum to advance Huntington Park's mission and strengthen its visibility and impact.

We believe communications are most effective when they are human, inclusive, and rooted in culture. Our approach builds bridges between institutions and communities, ensuring that outreach reflects lived experience and produces real-world results.

Our approach is built around four core capabilities that directly align with the City of Huntington Park's needs:

- Centralized communications leadership that unifies messaging across departments,
- Crisis communications readiness with 24/7 support and real-time advisory,
- Bilingual community engagement tailored to local audiences and media, Proactive storytelling that elevates City achievements and public-facing priorities.

## REFERENCES

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- **Coral Itzcalli, Director, Communication**
  - Los Angeles County Department of Health Services (DHS)
  - [citzcalli@dhs.lacounty.gov](mailto:citzcalli@dhs.lacounty.gov)
  - (213) 288-8076
- **Sam Pedroza, Assistant City Manager and Public Affairs Manager**
  - City of Industry
  - [spedroza@cityofindustry.org](mailto:spedroza@cityofindustry.org)
  - (626) 333-2211 ext. 120

## SUB-CONSULTANTS FOR VIDEOGRAPHY

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Below are two videographers that we have worked with and highly recommend. We are providing two options given the cost variation common for videographers. For our work on behalf of your city, we recommend the first option.

### **Tim Sullens Video & Photography**

*Tim Sullens, Founder*

About: Tim Sullens is based in CA and works with a wide range of clients across the corporate, healthcare, and political worlds to create photo and video content that tells real, impactful stories. Over the years, he's partnered with hospitals, major



brands, nonprofits, and political campaigns—capturing everything from executive headshots to on-the-ground advocacy work.

*Actum has partnered with Tim for numerous projects, leveraging his expertise to support both small and large municipal and community events, as well as rapid-response content needs. Below is the budget for social video and photography.*

*Budget:*

- *Social video package (0:60 seconds) + photography: **\$1,800***
- *Photography only: **\$200/hour** (2-hour minimum); travel costs, including mileage will be added*

## **Long Haul Films**

*Melissa Del Gratta / Tom Dowler, Founders*

About: Award-winning production company working with mission-driven brands, inspired creators, and agencies to create video content for the web, social media, and events.

Long Haul Films was founded by Director Melissa Del Gratta and Cinematographer Tom Dowler to make uplifting and authentic videos, about diverse and interesting people, that inspire audiences to think differently about the world.

*Actum has worked with Long Haul Films to produce long-form, documentary-style videos for a variety of client initiatives, including civic storytelling and community-focused content. Below is the starting budget for one-day filming, as Long Haul Firms will require additional project-specific information to provide a more accurate budget based on the City's specific needs and scope.*

*Budget:*

- *One-day Shoot with deliverables of a 10-minute doc style edit plus a cutdown/short trailer: **\$18,000***

All sub-consultant fees are pass-through charges billed directly at cost with no commission retained by Actum. The City will be voiced only for the actual rates charged by the selected sub-consultants.

Should the City wish to continue the conversation regarding our services, we welcome the opportunity to discuss and align on any out-of-pocket expenses, subscriptions, and additional service fees as part of our broader budget discussions to ensure full transparency and mutual agreement on all cost components.

## **ACCEPTANCE OF CONDITIONS**

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Actum accepts all conditions listed in the RFQ document.

## **CONFLICT OF INTEREST**

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Actum affirms that no elected/appointed official, officer, or employee of the City has been or will be compensated in connection with this proposal.

## **CONFIDENTIAL INFORMATION**

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Actum acknowledges and agrees that the City reserves the right to make copies of any proposal available to the public, including proposals that may contain information Actum considers proprietary, which Actum has clearly identified. Such disclosure shall occur unless the City's legal counsel determines that specific information identified as proprietary may be withheld pursuant to the California Public Records Act (Government Code §6250 et seq.) or other applicable state or federal laws.

If the City intends to disclose records containing information specifically identified by Actum as proprietary or confidential, the City shall provide written notice of its intent to release such information. Actum acknowledges that it will have five (5) business days from the date of the City's notice to submit a written objection to the disclosure.

## **DISCRIMINATION**

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Actum and all subcontractors will not discriminate nor allow discrimination against any person on the grounds of race, national origin, sex, handicap, sexual orientation, or veteran status in their employment practices, in any contractual arrangements, in all services and accommodations they offer the public or in their business operations.

## **GRATUITY PROHIBITION**

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Actum shall not offer any gratuities, favors or anything of monetary value to any official, employee or agent of the City for the purpose of influencing the consideration of this proposal.

## SCOPE OF SERVICES

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### ***Sustainable Communications Framework***

*(Build a sustainable communications organizational framework. Centralize communications coordination and suggest relevant media protocols. Provide ongoing communications and media training for City staff and councilmembers. Prepare briefing materials, key messaging development, and real time advisory services to ensure preparedness for press interactions.)*

Actum brings extensive experience establishing sustainable communications frameworks that coordinates messaging across all departments, implements tiered media protocols for crisis situations, and provides ongoing media training for appropriate staff. Actum brings proven experience building these frameworks for public agencies, including the Los Angeles County Department of Health Services, where we developed comprehensive communications infrastructure, centralized coordination systems, and real time advisory for crisis situations across 4 hospitals and 26 clinics serving multiple departments and vulnerable populations. Our comprehensive media training programs have prepared elected officials, key stakeholders, and staff at numerous agencies for high-stakes press interactions and crisis communications. Our briefing materials and strategic messaging have supported communications initiatives including the LA General Medical Center rebrand that reached 13 million impressions and the AltaMed COVID-19 vaccination campaign that resulted in 100,000+ vaccination appointments. We have provided real-time advisory services during crisis situations and key moments. Actum will build a communications framework for Huntington Park that endures—creating protocols, templates, training modules, and coordination systems that strengthen the City's capacity long after our engagement concludes.

### ***Media Monitoring and Crisis Communications***

*(Provide comprehensive media monitoring and effective and strategic crisis communication services to ensure accurate public messaging and proactive engagement with the media.)*

Actum provides comprehensive media monitoring and strategic crisis communications that help municipalities deliver accurate, timely, and effective public messaging. Our team tracks media coverage in real time using tools such as Critical Mention, Meltwater, and social listening platforms to identify emerging issues before they escalate. As the current Public Information Officer for the City of Industry—and previously for El Monte and Compton—Actum brings direct municipal experience managing communications during high-profile and sensitive moments. Our crisis communications capabilities include real-time crisis response with rapid statement

drafting, issue containment, and coordination with city leadership and legal teams; daily media monitoring and sentiment tracking to identify risks and opportunities; proactive narrative development that positions the City's priorities in a clear, community-centered voice; and 24/7 media inquiry management ensuring accuracy, consistency, and timely responses during fast-moving situations. We understand how to translate complex governmental operations into accessible, resident-focused communications across traditional media, ethnic media, social platforms, websites, newsletters, and community events.

## ***Stakeholder Management and Public Engagement***

*(Manage stakeholder databases, conduct targeted research, and collaborate closely with City's crisis management team to ensure alignment in messaging. Develop public engagement initiatives to foster transparency and public trust.)*

Actum provides comprehensive stakeholder management and public engagement support that strengthens transparency and builds trust. Our team collaborates closely with city leadership to develop and maintain detailed stakeholder databases, identifying key community members, business leaders, and organizations to ensure the City reaches residents through trusted partners and local voices. During crises, we work closely with designated City leadership—typically the City Manager and City Attorney—to ensure real-time alignment in messaging during high-visibility or rapidly evolving situations. With decades of combined experience, Actum designs and executes public engagement initiatives including community meetings, surveys, and digital campaigns that promote transparency, foster two-way communication, and build stronger relationships between municipalities and their residents. For example, Actum led a multilingual public outreach campaign for the City of El Monte during its transition from at-large to by-district elections. Our team partnered with trusted community stakeholders—including the El Monte City School District, DEMBA, the El Monte Police Department, local businesses, and nonprofit organizations—to ensure residents were informed and engaged. We attended community and City-sponsored events, provided bilingual (English and Spanish) team members at every activation, and launched a creative “Donuts and Districting” engagement series to encourage residents to learn about the process and submit district maps. This campaign broadened participation, empowered residents to shape their district boundaries, and built long-term trust in the City's commitment to transparent governance.

## ***Brand Consistency and Cross-Department Coordination***

*(Ensure content development and all city's communication align with the City's vision and public policies. Work with other departments, to ensure City's brand consistency and support City's goals.)*

Actum specializes in building and protecting unified public-sector brands for

municipalities, ensuring that every department, service area, and public-facing touchpoint communicates a consistent, mission-aligned message. Our team has extensive experience developing brand standards, coordinating cross-department content, and creating governance structures that keep communications aligned with an agency's vision, policies, and community priorities. We regularly work with large, complex public institutions as well as smaller cities, districts, and standalone departments to align messaging, coordinate internal communications, and equip staff to serve as knowledgeable brand ambassadors.

Actum ensures brand consistency by helping departments communicate from a unified framework while tailoring messages appropriately for different audiences—residents, businesses, community partners, elected officials, internal staff, and media. Our approach strengthens alignment without adding unnecessary bureaucracy or process. We integrate into existing workflows, providing clear guidance, adaptable templates, and practical messaging tools that make communication easier, not harder. We support teams in understanding not just the City's core narrative, but how to adjust tone, emphasis, and level of detail depending on who they are speaking to and in what context. This ensures every department can operate confidently and efficiently—producing communications that reinforce City priorities, meet people where they are, and maintain a consistent, trusted voice across all channels.

### ***Bilingual Communications and Strategic Outreach***

*(Disseminate information in English and Spanish when appropriate. Review current public relations plans and evaluate their efficiencies. Expand the City's reach to the public and media. Serve as spokesperson when necessary. Develop proactive methods of communicating. Support and plan for targeted communication projects.)*

Actum excels in developing and executing bilingual communications strategies that meet diverse community needs and reach audiences who often rely on non-English sources for critical information. Our team includes bilingual communications professionals, media strategists, and experienced spokespeople who work seamlessly across English and Spanish-language outlets. We routinely evaluate existing outreach plans, identify gaps and inefficiencies, and build proactive, culturally responsive strategies that expand an agency's reach—particularly in communities where trust in government varies, where information access is uneven, or where communications must be tailored for residents who primarily engage through ethnic media, community groups, hyper-local platforms, or in-language digital channels.

Our experience spans city governments, county agencies, statewide departments, school districts, and large public institutions. As part of major public-sector initiatives—including countywide health systems and statewide public-information campaigns—we have developed bilingual messaging frameworks, supported targeted communication projects, and coordinated with both traditional and ethnic media to

ensure accuracy, cultural sensitivity, and broad visibility. This includes serving as spokespersons, managing live rapid-response, and leading outreach that prioritizes clarity and community relevance.

Actum supports and plans targeted communication projects by building structured, time-bound rollout plans that align seamlessly with the City's overall brand and messaging architecture. Every project begins with a clear definition of goals, audiences, sensitivities, and success measures, which allows us to customize the approach without drifting from the City's broader narrative or values. We develop concise message frameworks, tailored talking points, and sequencing maps that ensure each communication—whether a program launch, policy announcement, public-safety update, infrastructure project, or community initiative—is coherent, consistent, and timed for maximum impact. We also identify opportunities to connect targeted projects to larger City priorities, ensuring that even discrete communications reinforce the broader strategic message, build trust, and create cohesion across all channels and audiences.

#### **Two recent efforts illustrate our approach:**

- **Local Public Institutions:** For one of the nation's largest health systems, we assessed existing communications approaches, conducted bilingual stakeholder engagement, and developed a refreshed communications strategy that improved clarity, efficiency, and reach—particularly among Spanish-dominant patient populations and surrounding neighborhoods.
- **Statewide Outreach Campaigns:** During California's statewide Census communications effort, we helped coordinate multilingual outreach across regional campaigns, partner networks, and ethnic media outlets such as Univision, Telemundo, and Estrella Media. Our work included evaluating existing efforts, improving message effectiveness, and supporting targeted projects designed to reach hard-to-engage communities.

Across all projects, Actum brings a bilingual communications capability grounded in cultural competency, data-driven evaluation, and close coordination with local partners—ensuring residents receive timely, accessible information in the language and format most effective for them.

#### ***News Conferences and Media Relations***

*(Arrange news conferences, media and other public appearances for public officials, prepare or edit the material to be presented. Bolster traditional channels of communication. Use new media technologies. Continue and grow social media presence.)*

Actum brings extensive experience coordinating news conferences, media

appearances, and earned media strategies for municipalities across California. We understand the competitive dynamics of the Los Angeles media market and maintain strong relationships with journalists throughout LA and Orange County, including deep engagement with Spanish-language media and ethnic outlets. Our team excels at *planning and executing news conferences* from concept to completion; *drafting materials and securing proactive media coverage* tied to City Council actions and major initiatives; *managing all incoming media inquiries* with timely, accurate responses; *developing key presentations* including State of the City addresses and other high-visibility remarks; and *producing strategic social media content* with platform-specific approaches to grow engagement and reach. For the City of Industry, we significantly increased engagement and following across all platforms, building Instagram to 5,683 followers—an exceptionally strong benchmark for a small, business-centric municipality. Sample news conferences we've executed include FOX LA's coverage of city leaders joining cardroom workers to protect local jobs; NBC4's groundbreaking for the Gateway Cities Fiber Optic Network; CBS LA's coverage of Compton community and state leaders celebrating the Artesia Bridge reopening; and the LA Times' coverage of hundreds gathering to honor slain El Monte officers.

- **FOX LA:** [City Leaders Join Cardroom Workers to Protect Local Jobs](#)
- **NBC4:** [Groundbreaking for Gateway Cities Fiber Optic Network](#)
- **CBSLA:** [Compton community and state leaders celebrate the reopening of the Artesia Bridge](#)
- **KNX News:** [Compton's Artesia Bridge set to reopen after 2020 fire damage shut it down](#)
- **LATimes:** ['The best of us': Hundreds gather to honor slain El Monte officers](#)

## ***Media Monitoring and Sentiment Tracking***

*(Conduct monitoring of social and traditional media to track public sentiment, identify emerging issues, address misinformation and potential reputational risks. Build strong relationships with the media and provide background briefings, and exclusive access when appropriate to encourage fair and accurate reporting.)*

Actum monitors traditional and social media for a wide range of municipal clients using tools such as Critical Mention, Meltwater, and Cision to proactively track public sentiment, identify emerging issues, and address misinformation before it escalates. We collaborate with reporters on complex and sensitive issues, consistently earning positive coverage for our clients' initiatives. Our team has briefed reporters on background about complex stories and facilitated fair, accurate reporting when appropriate—building trust with media that translates into better coverage for the cities we serve. We understand how to balance transparency with strategic communication, providing journalists with the context they need while protecting the City's interests and maintaining credibility with residents.



## ***Proactive Communication Strategies***

*(Develop proactive methods of communicating. Support and plan for targeted communication projects. Develop strategic content to enhance public outreach and maintain digital platforms with timely updates and consistent messaging across all communication channels.)*

Actum develops proactive, forward-looking communications strategies that help cities stay ahead of emerging issues, shape narratives, and keep residents informed before questions arise. Our team builds tailored messaging frameworks, maintains detailed content calendars, and produces high-quality creative assets to ensure every touchpoint reflects the City's priorities. We support cities in managing and enhancing digital infrastructure—ensuring websites, newsletters, and social platforms are updated regularly with timely, accurate information residents can easily access. Our work includes designing graphics, producing video content, and crafting clear, accessible messaging for diverse audiences, including multilingual materials when needed. In addition to managing day-to-day communications, Actum develops and executes targeted campaigns around major initiatives such as infrastructure projects, public safety updates, economic development milestones, and community programs to build awareness and drive resident engagement. Our approach combines strategic planning with flexible execution, allowing us to respond quickly to opportunities while maintaining consistency in the City's voice and brand.

## ***Media Kit and Communication Materials***

*(Update and maintain project media kit. Prepare or edit printed or electronic communication material for distribution to the public in coordination with the City's Communications Department. Develop a community information program and other citywide educational efforts in conjunction with the City's Communications Department and as defined by the City Manager.)*

Actum will update and maintain comprehensive project media kits for Huntington Park, ensuring all materials—including fact sheets, FAQs, backgrounders, project timelines, and visual assets—remain accurate, accessible, and aligned with City messaging. We routinely prepare and edit communication materials for public distribution, coordinating closely with city teams to ensure accuracy, clarity, and consistency. In Compton, we managed all crisis-related public information materials during the Artesia Bridge reopening and produced citywide outreach pieces supporting the announcement. In El Monte, during the 2022 Police Department crises including line-of-duty deaths of two officers and the passing of the Police Chief, we crafted timely public statements, resident updates, and informational materials that received statewide and national attention. Actum has a strong track record developing community information programs and citywide educational campaigns.



Working alongside the City Manager and Communications Department, we will deliver clear, timely, and effective public education materials that help residents understand key initiatives, strengthen transparency, and support meaningful community engagement.

## ***Videography and Multimedia Production***

*(Provide videography services to capture moving images using electronic media, involving both pre-production and post-production work to create engaging videos for various purposes such as social media communication, public service announcements, public policy engagement campaigns, policy explainers, instructional videos, and promotional videos.)*

Actum regularly delivers full-service videography support, overseeing all stages of production—from concept development and pre-production planning to filming, editing, and final post-production. Our team has produced a wide range of formats, from short-form social content (0:30–0:90 seconds) to longer documentary-style videos (3–10+ minutes). We have extensive experience producing videos for municipal and statewide clients. For the City of Industry, Actum develops videos featured in the annual State of the City address and produces recap videos for major community events, business showcases, and citywide programs. Our team also creates policy-focused videos for a variety of clients, translating complex issues into compelling, accessible visuals that help educate the public and drive engagement. Our work includes producing narrative-driven explainer videos for Nourish California as part of the Thriving Transitions campaign, highlighting the experiences of individuals impacted by the justice system. As part of our work on SB 1254, we developed a video emphasizing the importance of supporting incarcerated individuals as they reenter society, with dignity and access to essentials such as food assistance. This video, produced in partnership with our subcontractor, was recognized with a Silver Telly Award, underscoring our commitment to high-quality, impactful storytelling. We partner closely with trusted subcontractors throughout the process to ensure exceptional visuals, sound, and editing tailored to each project's purpose. Producing videos that translate complex policy issues, city initiatives, and community stories into powerful, engaging content is a core component of Actum's communications expertise.

## BUDGET

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Our proposed budget of \$12,750 per month for Communication/PIO Services includes the development, management, execution, and coordination of all items specified in this RFQ in full coordination with the City Council and City personnel.

We welcome the opportunity to discuss our pricing structure and scope of services to ensure alignment with the City's budgetary priorities, and can adjust further.

*Below is a breakdown of our proposed budget and sub-contract costs for videography:*

Services	Monthly Retainer
<b>Consulting - Communications/PIO Services</b> <i>Comprehensive list of services listed in the RFQ</i>	<b>\$12,750 per month</b>
<b>Tim Sullens Video &amp; Photography</b> <i>Options include Social video package+photography OR photography only (2-hour minimum). Travel costs, including mileage will be added.</i>	<b>\$200-\$1,800 To be determined based on selected package</b>
<b>Long Haul Films</b> <i>One-day Shoot with deliverables of a 10-minutes doc style edit plus a cutdown/short trailer</i>	<b>\$18,000 per film shoot</b>

## Work Examples

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*The following section provides a reference of Actum's work across client engagements. These samples demonstrate our capabilities in strategic communications, content development, and community engagement initiatives.*

### **City of Compton**

After having worked on many projects in the City of Compton, in 2019 the City hired us to assist them with their communications. Our work for the City includes:

- Daily monitoring and managing of all social media platforms
- Media management as media point-of-contact and PIO duties for the City
- Creation of all press releases, fact sheets, media statements, social media content and graphics, and all other media materials
- Management of digital freeway billboards
- Pitching all City media events to media for potential coverage
- Pitching and placing opinion editorials
- Hosting press conferences
- Working with third parties to highlight newly offered services and resources to residents

During our time with the city, we have helped them handle several major crisis communications efforts, including assisting with all COVID-19 communications and communications related to the protests and activism that took place during the summer of 2020.



Since we came onboard, we have helped communicate messages about community programming and city services. COVID-19 reinforced the importance of public services announcements that needed to be relayed to residents in a timely manner. One of the challenges was communicating with harder to reach audiences, such as household with no access to internet. We deployed a multi-pronged approach which included working through hyper-local community “block clubs” to share information that they could then pass on to their hard-to-reach residents or quarantined seniors. We also helped the development of a newsletter focused on COVID-19 and other materials that were mailed directly to households and used strategic earned media to further highlight the resources in the community.

Since working with the city, we have secured hundreds of positive earned media stories for the City in all local media outlets.

**Compton Approves Another \$5.8 Million For Road Repairs, Public Works Projects**

Category: News, HOV/74, Top Story



**LIVE**

**City Council Approves Major Makeover**  
COMPTON

Compton's streets are famously riddled with potholes, and city officials have ambitious plans to get them fixed. Kara Fierstman reports.

**NEXT VIDEO**  
 Fightback: Battle Greater Alam...  
 Fox 40 Plus: Robert...  
 Commercial Structure

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 covering Compton and Beyond

OCTOBER 31, 2024 / BULLETIN NEWS SERVICE / COMMUNITY

**COMPTON OFFICIALS  
CELEBRATE RE-  
OPENING OF THE  
ARTESIA BRIDGE**



## City of Industry

As communication consultant for the City of Industry since 2017, our team has worked to highlight positive events and activities to a wide-ranging audience including constituents, the business community, outside governmental agencies, other municipalities and the media. We worked alongside city staff to launch a new website along with social media platforms to make their online presence user friendly and make information more accessible to the public.

During our time working with the City of Industry, we have been involved in the press conferences, planning and execution of the city's community events, preparation for State of the City presentations, and annual holiday events. Some of our highlights with the city include:

### Branding + Collateral

Since coming onboard with the city, our team has designed and created content for all city collateral materials from press release templates to fact sheets.

### Social Media

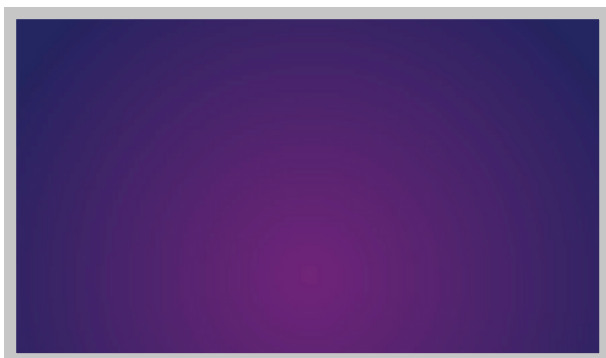
Our team created the social media channels for the City of Industry and today manage them. This includes posting and daily management of messages and inquiries that come through the platforms.

### Videos

We have created a number of videos for the city from short event recaps, to fully produced videos that highlight various programs, businesses, and community organizations.



## 2025 State of the City



## State of the City - LA Region Food Bank

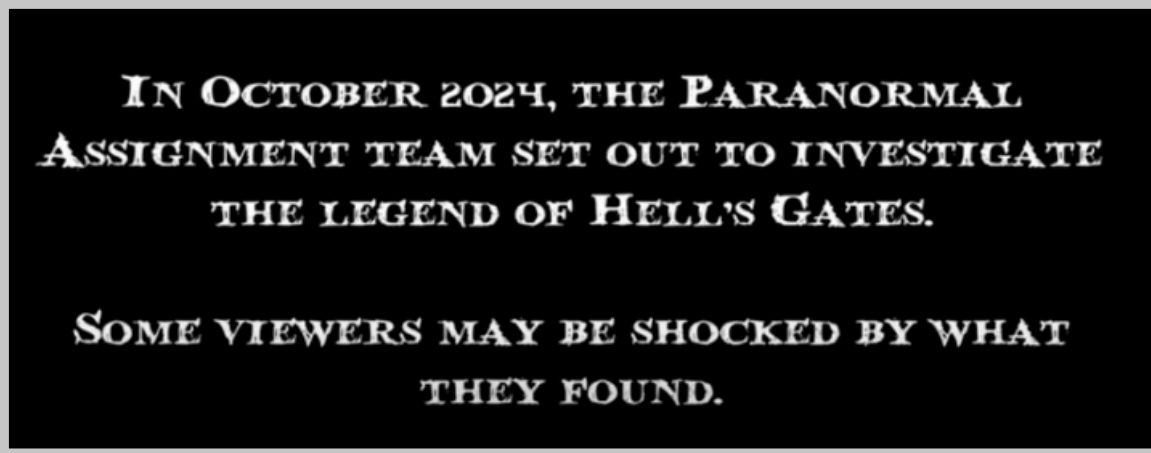




### **State of the City - First Public Hydrogen Authority**



### **Promotional Events: Industry Youth Activities League Halloween Terror Trail**

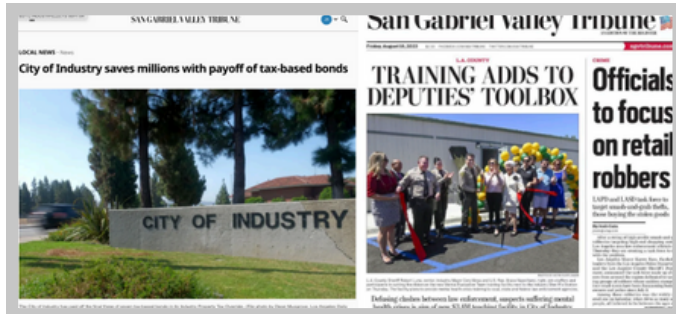


#### **Communication and Event Organization**

The Actum team has helped create positive press opportunities by developing and executing events for the city from community gatherings to press conferences and ribbon cuttings. Our media management work includes:

- Attending City events, taking photos for social media and the website, managing social media platforms and drafting and pitching media advisories and press releases.
- Supporting press conferences and press events.
- Supporting the State of the City presentation and events.
- Managing media at the annual Independence Day celebration with the City of La Puente.
- Coordinating the Groundbreaking and Ribbon Cutting events.

- Helping to manage and execute the Industry Taste of the Town food festival and managing the annual event.
- Managing and executing the City's annual holiday tree lighting.



## ***LA COUNTY COVID COMMUNICATIONS***

**March 2020 - November 2020**

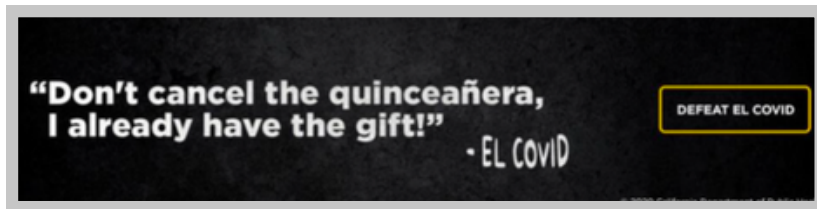
Amid the pandemic, Los Angeles County had a need for messaging and communications efforts to ensure that hard-to-reach communities and multilingual communities were properly educated about the related information pertaining to COVID-19. We also serve as a strike team to support where the county needed as the situation was evolving in real time.

The professionals on our team worked with the Los Angeles County CEO Office where we provided support and aid to the crisis communications pertaining to the global pandemic. Our team members worked closely with the County to ensure the ever-changing story of the pandemic was accurately shared with the media and the response was well thought out. These services included the following tactics:

- Strategic Communications
- Public Outreach (Including supporting the CEO'S office with the board) Media Relations
- Creative Development
- External Affairs
- Translations
- Ethnic Earned Media Services
- Paid Media
- Social Media Campaigns
- Rapid Response
- Crisis Management

Our team member lead, Claire Totten, also directly worked with Dr. Ghaly to manage DHS' crisis communications as it pertained to the pandemic.

This included strategic counsel, messaging, rapid response, as well as talking points for all public briefings. Claire guided the earned media strategy—designing an effective effort that sought to really engage communities most impacted by the pandemic with clear facts as the pandemic evolved. And for the county overall, our team members brought over 3 million + impressions within a 30-day social media campaign in multiple languages. Additionally, our professionals created a digital ethnic communications kit across the twelve languages for LA County.





## ***LA General County Department of Health Services - Los Angeles General Medical Center Rebrand***

In 2022, Actum partnered with the Los Angeles County Department of Health Services to lead the rebranding of LAC+USC Medical Center, one of the region's most recognized public hospitals. Long known informally as "the General Hospital," the institution sought to evolve its identity to better reflect its full range of services and deep connection to the communities it serves—beyond its legacy as a trauma center.

At the heart of this rebrand was an intentional and multilingual engagement process that prioritized the communities that the hospital serves. Understanding the historic disconnect many felt—particularly Spanish-speaking residents—the team collaborated with BSP Research to facilitate bilingual focus groups that included patients, staff, and local residents. These conversations made clear that any future identity needed to feel familiar, accessible, and rooted in place. It was through this input that the name Los Angeles General Medical Center emerged—an evolution that acknowledged the hospital's history while projecting a renewed commitment to inclusive, culturally appropriate, whole-person care.

Brand development efforts grew directly from this foundation. Actum led a robust creative process, developing a new logo, visual identity, and brand messaging that reflected the hospital's renewed mission. A comprehensive branding guide ensured the new look and feel could be applied consistently across touchpoints, from official correspondence to wayfinding signage and digital platforms.

To introduce the new identity to the public, Actum orchestrated a bilingual media rollout and a high-profile launch event attended by LA Mayor Karen Bass and County Supervisor Hilda Solis. The campaign achieved widespread media coverage across television, radio, and print, successfully reintroducing the hospital under its new name to the broader public.

A targeted paid media campaign amplified this effort across English- and Spanish-language outlets, with placements in trusted community environments—from radio stations to local laundromats and neighborhood stores. On a lean budget of just \$88,000, the campaign delivered over 13 million impressions, demonstrating the power of culturally relevant outreach and community-first branding.





# Becky Warren

## PARTNER

### EXPERIENCE

Partner, Actum LLC.

2025 - Present

- Leads strategic communications and media relations across a diverse range of clients and teams
- Manager clients, employees and business

Principal, Elevate Public Affairs

2017 - 2025

- Co-owner managing clients, employees and business
- Managing the strategic communications and media relations practice of the business

Partner, Dolphin Group Inc.

2015 - 2017

- Managed the strategic communications and media relations practice of the business
- Managing crisis communications

Managing Director, Mercury Public Affairs

2011 - 2015

- Managed the strategic communications and media relations practice of the business
- Directed the public affairs team members
- Managing crisis communications

Senior Vice President, Mercury Public Affairs

2008 - 2011

- Managed media relations and crisis communications for clients
- Managed public affairs campaigns for clients

Deputy Communications Director, Governor Arnold Schwarzenegger

2007 - 2008

- Oversaw all media and public events for the Governor
- Developed all aspects of each event and managed the team to execute the events

Communications/Legislative Director, California State Senate

2005 - 2007

- Managed the legislative package and ushered legislation into law for the Senator
- Managed all communications including inquiries, press events, and opinion editorials

### EDUCATION

Bachelor of Arts in Political Science and Communications Studies, University of California, Santa Barbara



# Claire Totten

SENIOR  
MANAGING  
DIRECTOR

## EXPERIENCE

Senior Managing Director, Actum LLC.

2024 - Present

- Lead major accounts managing \$1M-\$5M campaigns, overseeing teams of 2-10 members and collaborating with 2-4 client partners on strategic communications, crisis management, and media efforts.
- Function as acting Public Information Officer and Communications Director for local and state government clients, providing comprehensive crisis communication, media training, stakeholder engagement and strategic counsel

Managing Director, Actum LLC.

2021 - 2024

- Develop and implement crisis communications protocols, real-time advisory services, messaging frameworks, and media protocols for government agencies navigating sensitive public matters
- Serve as chief strategist and spokesperson, developing messaging, managing media relations, and liaising with government officials, stakeholders, and community leaders to influence and engage target audiences.

Senior Vice President, Mercury Public Affairs

2017 - 2021

- Provided strategic messaging development and execution for executives and government leaders, ensuring alignment with public policy initiatives and organizational goals. Coordinated cross-functional efforts across public policy, legal, and marketing teams to craft communications strategies and produce content such as plans, statements, and briefing materials.
- Manage multi-lingual media communications and marketing campaigns, including public relations, social and digital marketing, with multi-million dollar budgets, many designed specifically to engage vulnerable communities.

Strategic Communications Manager, City of New York, Pre-K for All (PK4A)

2014 - 2017

- Led communications, including over \$4.75M in paid media marketing alone, as well as messaging, public relations, social media. Pre-K for All (PK4A) was Mayor de Blasio's signature political initiative in NYC, home to the nation's largest school district.
- Constructed and advanced PK4A's core message for a variety of audiences, including the media and elected officials. Created and wrote the PK4A narrative, including talking points, speeches, and testimony.

## EDUCATION

Bachelor of Arts in Sociology, Harvard University



# Janet Fernández

## SENIOR VICE PRESIDENT

### EXPERIENCE

Senior Vice President, Actum LLC.

2017 - Present

- Leads strategic communications and crisis response efforts for high-profile clients across California, developing integrated media, messaging, and stakeholder engagement strategies that drive public perception and policy outcomes.
- Crafts and executes comprehensive communications plans, including earned media, digital strategies, and grassroots activation, to support clients' legislative and public affairs objectives.
- Specializes in coalition building and activation for clients across Southern California.
- Leverages relationships with elected officials, law enforcement, non-profits, businesses, and community leaders to push clients' agendas.
- Provides senior team members with support.
- Develops and maintains relationships with clients. Interfaces with 3-4 clients daily.
- Manages and creates social media content.
- Pitches and secures earned media and monitors media daily.
- Develops communications: media advisories, press releases, op-eds, media pitches, talking points, and other relevant media materials.
- Translates communications and materials to Spanish.
- Develops relationships with reporters to create opportunities for coverage.
- Manages and mentors interns.
- Plans, manages and executes community events of all sizes for various clients.
- Represents clients at networking events to build relationships with partners.

Quality Services Project Specialist Leader, Child 360

April 2017 - July 2017

- Managed LA County of Education Coaching contract and ensured that all documentation was properly recorded and inputted.
- Created individualized reports of milestones for over 250 teachers as part of the LACOE contract. Managed and trained a team of seven staff members in summary report writing, project verification, and file cleansing. Interfaced with over 50 Child 360 Coaches through phone, email, and in-person.

### EDUCATION

Bachelor of Arts in Political Science, University of California, Santa Cruz



**Sydney Kovach**  
DIRECTOR

## EXPERIENCE

Director, Actum LLC.

2022 - Present

- Develops and executes comprehensive communications strategies including earned media, digital outreach, and grassroots engagement to advance clients' legislative and public affairs priorities.
- Manages earned media efforts for clients throughout Southern California.
- Builds and maintains strong, collaborative relationships with clients.
- Proactively pitches and secures earned media placements and conducts daily media monitoring.
- Writes and produces a full range of communications materials, including media advisories, press releases, op-eds, pitches, talking points, and other media assets.
- Cultivates relationships with reporters to identify and secure coverage opportunities.
- Manages and mentors Associates to support team development.
- Plans, coordinates, and executes community events of all sizes for diverse clients.
- Represents clients at networking events to build relationships with partners.

Campus News and Politics Editor, UCLA Daily Bruin

2019 - 2022

- Pitch, report, write 50+ articles published in print and online, including breaking news, analysis pieces, recaps, data analytics and more (authored articles linked here).
- Manage 15+ contributors and senior staff, implement deadlines and coordinate publishing calendars
- Edit and fact-check 4-5 articles per week
- Accumulate 60,000+ views covering UCLA's student government; campus organizations, and student, faculty-led activism.
- Research, analyze and communicate University of California, UCLA and LA County policies through unbiased writing and visualizations.
- Co-hosted 2021 UCLA Undergraduate Students Association Council candidate, referenda and constitutional amendment debates.

Associate, JCI Worldwide

2022 - 2022

- Draft Op-Eds for a myriad of clients
- Create and manage themed blog series and social media content calendars
- Conduct interviews with clients and allies for features on social media
- Outreach to potential interviewees for JCI podcast, draft questions and scripts for interviewees, and promote the podcast on social media channels and paid promotion when necessary

## EDUCATION

Bachelor of Arts in Global Studies, University of California, Los Angeles



**Kimberly  
Abarca**  
SENIOR ASSOCIATE

## EXPERIENCE

Senior Associate, Actum LLC.  
September 2022 - Present

- Support account teams in developing and implementing communications strategies across earned media, digital, and stakeholder engagement
- Draft messaging, press releases, factsheets, newsletters, op-eds, talking points, and digital content to support brand positioning and marketing
- Monitor traditional and social media using digital tools to identify trends and inform client strategy
- Assisted in crafting timely crisis communications content to ensure clients were accurately represented during media inquiries and high-profile issues
- Build and maintain media relationships, pitched and secured coverage in national, local, and industry outlets
- Lead and mentor associates on account teams, guiding deliverables and professional development

Researcher, Arizona State University: Sandra Day O'Connor College of Law  
May - August 2020

- Conducted researched COVID-19's impact on judicial systems in Latin America and Africa
- Produced a comprehensive report and designed outreach strategies tailored for academic stakeholders

Junior Associate, Mercury Public Affairs  
June - August 2020

- Supported client accounts by drafting press releases, talking points, and fact sheets
- Monitored media coverage of LA County's pandemic response and the California Census, providing insights for client strategy

Children's Defense Fund  
May- August 2019

- Engaged in stakeholder outreach for 18 local government officials and youth leaders for implementation of Senate Bill 439, which aimed to implement an age limit for juvenile sentencing
- Helped launch the Probation Oversight Commission for the County of LA, which holds the probation office accountable for budget and actions; drafted a \$5 million budget for a 25-member staff for FY 2019-2020
- Conducted legal and policy analysis, including analyzing case law, policy memos, and political strategy to advance juvenile justice reform efforts

## EDUCATION

Bachelor of Arts in Political Science with emphasis in International Relations, Yale University

# THANK YOU

## CONTACT US

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Claire Totten  
[CTotten@actumllc.com](mailto:CTotten@actumllc.com)

**ACTUM, LLC**  
[www.actumllc.com](http://www.actumllc.com)

**Actum**  
STRATEGY EXECUTION OUTCOMES

November 17, 2025



**Public Information Officer**

**And**

**Crisis Management Qualifications**

Submitted to  
City of Huntington Park  
Office of the City Clerk  
6550 Miles Avenue  
Huntington Park, CA 90255

By  
Louis R. Reyes  
Blue Icon Communications



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City of Huntington Park  
Office of the City Clerk  
6550 Miles Avenue  
Huntington Park, CA 90255

To the Selection Committee:

Blue Icon Communications is honored to submit this request for qualifications. Our firm's mission—and our personal histories—align closely with the values of this community. As immigrants and children of immigrants, our team understands the lived experiences of residents in the City of Huntington Park. We know what clear, respectful, and culturally grounded communication means to families who depend on their local government for stability and trust.

Our team is prepared to help the City bring clarity and credibility to every message it delivers.

Blue Icon brings three strengths that directly support the City's needs:

**1. Deep experience communicating with immigrant and multilingual communities.**

For over twenty years, we have worked in neighborhoods exactly like Huntington Park. Our team brings bilingual expertise, cultural understanding, and community sensitivity essential for this role.

**2. Crisis-tested communications leadership in government settings.**

Our experience includes managing high-pressure public information operations at the Los Angeles County Assessor's Office, citywide initiatives, and sensitive community issues across the region. We understand how to respond rapidly, maintain message discipline, and support elected officials during critical moments.

**3. A modern, AI-enhanced communications infrastructure.**

Our technical stack enables real-time monitoring, rapid bilingual content production, and reliable scheduling and approval workflows. This provides the City with a communication system designed for the speed and complexity of today's environment.

We can provide Huntington Park with a communications partner who reflects its community, understands its residents, and brings the professional discipline needed to manage public information in challenging times.

Thank you for the opportunity to submit this proposal. We look forward to supporting the City Council, City Manager, and staff as they continue serving the people of Huntington Park.

Sincerely,

Louis R. Reyes  
President and CEO  
Blue Icon Communication

## II. EXECUTIVE SUMMARY

The City of Huntington Park is entering a period in which consistent, credible, and culturally grounded communication is essential to maintaining public trust and ensuring residents feel informed and supported. This proposal outlines how **Blue Icon Communications** will provide comprehensive Public Information Officer (PIO) and Crisis Management services that strengthen the City's ability to communicate clearly, navigate complex issues, and proactively engage its diverse community.

### 1. Our Objective

The objective of this proposal is to provide Huntington Park with a fully resourced, bilingual PIO team capable of:

- Delivering timely, accurate public information
- Managing crisis communications with discipline and clarity
- Enhancing transparency and accessibility for residents
- Strengthening the City's connection with immigrant, working-class, and multilingual households
- Modernizing the City's communications infrastructure through smart, reliable technology

Our goal is to serve as a strategic partner—one that helps stabilize messaging, reduce misinformation, improve media relationships, and ensure the City's voice remains calm, professional, and aligned with resident expectations.

### 2. Understanding the City's Communications Goals

Based on the RFQ, current City Council priorities, and recent public events, Huntington Park seeks communications support that provides:

- Clear, unified messaging across all channels
- Rapid response capability during emerging events or crises
- Bilingual content reflecting the City's demographics
- Transparency and accessibility to build trust with residents
- Professional handling of media inquiries and press relations
- Steady coordination with City leadership and departments
- Tools and systems that ensure accuracy, timeliness, and consistency

Blue Icon Communications is uniquely positioned to support these goals because our firm specializes in public-sector communication in immigrant and underserved communities. Our team reflects the lived experiences of Huntington Park residents, and we understand the cultural, linguistic, and political nuances required to communicate effectively in this community.

## 2. Key Strengths and Qualifications

### A. Bilingual & Community-Aligned Team

Our team consists of professionals who have worked directly with Latino, mixed-status, and multilingual communities for over 20 years. We bring cultural fluency, lived experience, and a deep understanding of how to communicate respectfully and effectively in cities like Huntington Park.

### B. Crisis-Tested Government and Public Affairs Experience

From county-level crisis management at the Los Angeles County Assessor's Office to community-sensitive issues in Commerce, Whittier, and the Gateway Cities, our team has led communications during high-pressure, politically sensitive, and rapidly developing scenarios.

### C. Modern Technical & AI-Based Communications Infrastructure

Blue Icon uses a full AI-assisted communication tech stack, including:

- BIComm Social Enterprise (enterprise social media platform with approval workflows)
- AI-supported bilingual drafting tools
- Real-time monitoring and sentiment tracking tools
- Digital asset management and rapid distribution systems

This provides Huntington Park with speed, accuracy, and transparent coordination.

### D. Full-Service Capabilities Under One Contract

The City will receive a unified PIO team with:

- Assist the City with PIO oversight
- Bilingual communications drafting
- Crisis-response messaging
- Media relations (press releases, press conferences, on-site coordination)
- Social media management and approvals
- Community outreach support
- Video production
- Optional podcast development
- AI-enhanced workflows
- 24/7 availability for urgent matters

This structure provides the City with stable coverage without requiring multiple vendors.

### 3. Optional Add-On Capabilities

While not required under the RFQ, Blue Icon can provide additional services that the City identified in its budget goals:

#### Podcast Production

Through our podcast producer, we can create bilingual audio or video podcast episodes for community storytelling, program highlights, and department features.

---

## III. COMPANY OVERVIEW

Blue Icon Communications (BIComm LLC) is a bilingual, full-service marketing and communications agency founded in 2008 and headquartered in Santa Fe Springs, California. We provide strategic communications, digital marketing, public information services, and community engagement support to businesses, government agencies, and community-based organizations throughout the Gateway Cities region.

Our firm specializes in helping organizations communicate clearly, build trust, and reach diverse audiences—particularly in multicultural, immigrant, and working-class communities. We combine strategy, bilingual expertise, and advanced digital tools to deliver timely, accurate, and culturally responsive communication.

### 1. Who We Are

Blue Icon Communications was founded by Louis R. Reyes, a communications executive with over twenty-five years of experience in crisis management, public information, digital strategy, and bilingual community engagement. As a Latino professional from an immigrant family, Louis founded Blue Icon with a mission rooted in delivering excellence, professionalism, and integrity.

Our team brings expertise across marketing, public-sector communications, media relations, and digital systems. We serve a diverse range of clients, including private businesses, public agencies, unions, and nonprofits, enabling us to combine private-sector innovation with public-sector communication discipline.

We operate with a modern digital infrastructure, including our proprietary **BIComm Marketing Platform software**, an AI-assisted system that supports:

- Content drafting and translation
- Social media scheduling and approvals
- Audience engagement tracking
- Sentiment monitoring and alerts
- Reputation and listings management

- Campaign performance reporting

This technology enhances our efficiency and provides clients with rapid, accurate, bilingual communication capabilities.

## 2. Our Mission

To help organizations communicate clearly and credibly with the communities they serve through strategic thinking, meaningful storytelling, and modern digital tools.

## 3. Our Vision

To be the trusted communications and marketing partner for businesses, government agencies, and community organizations seeking stronger engagement with diverse audiences and the ability to navigate complex communication environments.

## 4. Our Expertise

Blue Icon Communications bridges the worlds of marketing, public information, digital communications, and community engagement. Our team has extensive experience in:

- Crisis and rapid-response messaging
- Bilingual communications for immigrant and multilingual communities
- Social media management and digital visibility
- Government communications and public information workflow
- Creative content production for digital and traditional platforms
- Community engagement for sensitive or high-profile issues
- Marketing, branding, and lead-generation for small businesses

This cross-sector experience allows us to apply private-sector innovation to public-sector challenges—giving cities like Huntington Park a more modern, efficient, and resident-centered communication program.

## 5. Core Capabilities

### A. Marketing & Digital Communications

- Search engine optimization (SEO)
- Digital advertising (Google, Meta, Yelp)
- Social media management and content development
- Website design and digital brand experiences
- Reputation management and listings accuracy
- AI-enhanced content workflows and reporting

**B. Public Information & Crisis Communications**

- Bilingual PIO services and rapid response
- Crisis communications and misinformation control
- Press releases, advisories, and talking points
- Media coordination and press conference management
- Citywide announcements and incident messaging
- Multilingual accessibility and cultural accuracy

**C. Community & Stakeholder Engagement**

- Outreach to residents, businesses, and community groups
- Communication support for sensitive or controversial issues
- Public meeting messaging and education campaigns

**D. Creative & Media Production**

- Video production (PSAs, event recaps, announcements)
- Podcast development (optional add-on)

**E. Graphic design, bilingual collateral, and digital assets****IV. TEAM MEMBERS**

Blue Icon Communications has assembled a highly qualified bilingual communications team explicitly designed to meet the needs of the City of Huntington Park. A select group of subcontracted experts supports our core staff—professionals we have worked with extensively and chosen for their proven excellence in public communications, media production, and community-focused storytelling. Each subcontractor has been vetted through prior collaborations and brings specialized expertise that enhances Blue Icon’s capacity to deliver comprehensive, culturally grounded, and crisis-ready communication services.

Together, this integrated team provides the City with a strong, coordinated, and experienced PIO operation capable of delivering timely information, managing media relations, producing high-quality digital content, and supporting city leadership across all communication channels.



## Louis R. Reyes | President and CEO

*Louis Reyes will serve as the primary point of contact for crisis management issues, lead the Blue Icon Team, and provide strategic advice to the client.*

Louis Reyes is the Founder and President of Blue Icon Communications (BIComm LLC). He possesses over 25 years of experience in public affairs and marketing. Previously, He was the Communications Director of the Los Angeles County Office of the Assessor and City of Los Angeles, Council District 1; Legislative Consultant with the California State Senate; and District Director with the California State Assembly.

As a private sector consultant, he has worked on projects ranging from crisis media management to political campaigns, government relations, community outreach, communications, Internet marketing, and social media strategy. He has worked on political campaigns ranging from Presidential to local school board and has advised numerous candidates and elected officials on strategy and communications.

Louis has direct experience with managing government crises and navigated what was called one of the most highly visible corruption cases in Los Angeles County history as the communications director and department spokesperson at the LA County Assessor's Office. Louis possesses a wide range of experience working with the news media, and he has appeared on every major television news network, as well as CNN and BBC, as a spokesperson representing government entities, community-based organizations, labor unions, political organizations, and elected officials.

Louis has been professionally trained as a community organizer by organizations such as the LA County Federation of Labor, the California Latino Caucus Institute, the California Democratic Party, the Southwest Voter Registration and Education Project, and as a Field Organizer of the 2008 Obama for America campaign. Louis has utilized his expertise to organize, conduct, and manage digital marketing and outreach field campaigns for various clients, including political campaigns, issue campaigns, advocacy organizations, and private businesses.

### Core Capabilities

Strategic Communications  
Political Campaign Management  
Digital Marketing  
Media Relations  
Crisis Management  
Public Affairs Management

### Education

Bachelor of Science,  
Public Policy and  
Management,  
University of Southern  
California





### **Cecilia Gomez Reyes | Communications Consultant**

*Cecilia Gomez Reyes will serve as the primary point of contact for the city and manage the client's day-to-day work. Her primary responsibilities will include attending city meetings and events as required, providing reports to city staff, and managing social media and traditional communication channels.*

Cecilia Gomez Reyes is a seasoned community relations and communications strategist with 20 years of experience serving government agencies, nonprofits, and private-sector clients across Los Angeles County. As a Communications Consultant at Blue Icon Communications, she leads bilingual outreach programs that help organizations engage residents, build trust, and advance initiatives—particularly in communities where clear, culturally informed communication makes the difference between resistance and support.

Cecilia's career spans roles in public affairs, media relations, and campaign management, with a focus on Spanish-language engagement and civic participation. She has managed outreach projects for the California Citizens Redistricting Commission, the City of Maywood, the City of Bell Gardens, and the City of Commerce. She has consulted on numerous voter education, housing, and infrastructure campaigns throughout Southern California.

Fluent in English and Spanish, Cecilia is a skilled spokesperson who has appeared on television, radio, and print news representing public agencies and community organizations. She is a certified Spanish translator. Her expertise spans message development, press coordination, stakeholder outreach, public meeting facilitation, and crisis communications.

Prior to joining Blue Icon Communications, Cecilia served as a Media and Communications Assistant for the Los Angeles County Registrar-Recorder/County Clerk, where she supported countywide voter engagement campaigns and managed multicultural outreach during the Presidential election cycle. She also worked as a Community Field Organizer for the California Democratic Party, overseeing outreach throughout East Los Angeles County.

A second-generation community organizer, Cecilia was inspired by her father's work with the United Farm Workers and has continued that legacy through her commitment to empowering local communities with information, access, and representation.

She holds a Bachelor of Arts in Government from California State University, Sacramento, and an Associate of Arts in Liberal Studies from Ventura College.



### **Melissa Gonzalo | Media Consultant**

*Melissa Gonzalo will serve as the media consultant to the city. She will support press & media relations, new conferences, media training, and media management as part of the Blue Icon Team. Melissa is a subcontracted consultant.*

Melissa Gonzalo is a seasoned bilingual communications professional with more than 20 years of combined PR, media relations, and journalism experience. She has worked as a TV host, news anchor/reporter, radio news anchor, magazine writer, and public relations director throughout her career, always working with both English and Spanish-language media.

A former member of the National Association of Hispanic Journalists, Melissa maintains strong relationships with journalists across all genres, especially with local and national Spanish-language news media. A graduate of both UCLA and USC, Melissa is a proud Angeleno who is passionate about using her skills and experience to help others.



### **Jorge Carrillo | Video and Photography Consultant**

*Jorge Carrillo will serve as the primary video and photography consultant, providing all necessary services as defined in the scope of services for the city. Jorge is a subcontracted consultant.*

With over 15 years of experience in professional photography and video production, Jorge Carrillo holds an Associate in Arts Degree in Photography and has a multidisciplinary background in imaging and design. His work combines photographic technique, video storytelling, and graphic design aesthetics to deliver complete and cohesive visual productions. Thanks to his expertise in graphic design, Jorge seamlessly integrates visual elements that enhance his photographic and videographic work, making it ideal for brands, events, and personal projects.

As a Southern California-based multimedia creator, Jorge has built extensive experience covering a wide range of high-profile projects. He specializes in producing photo and video content for political campaigns, elected officials, city events, non-profit organizations, private companies, social events, and school district programs. His experience working across these diverse fields has developed his ability to capture compelling visuals that engage audiences and tell meaningful stories with clarity and impact.

Jorge is recognized for capturing authentic moments and producing visually compelling stories that communicate clear and powerful messages, adapting his skills to meet the needs of diverse audiences and organizations.



## **Xavier Mejia | Podcast Producer and Multimedia Consultant**

*Xavier Mejia will serve as the primary podcast production consultant should the city engage with these optional services. Xavier is a subcontracted consultant.*

Xavier Mejia is a seasoned multimedia producer with over 20 years of experience in directing, content development, and brand storytelling. As the CEO and Founder of mejia.tv, and Executive Director of QTalk Radio, he has built a career helping organizations elevate their voice through high-quality podcasts, video content, and digital media. Xavier brings extensive experience developing bilingual, culturally grounded programming that resonates with diverse audiences across Los Angeles.

Throughout his career, Xavier has produced work for radio, television, social media, and community platforms, beginning with Pacífica Radio (KPFK 90.7FM) in 2002 and expanding into directing and producing at Pasadena Media. His background in public relations and crisis communication allows him to craft messaging that is both strategic and accessible—ensuring clarity, cultural sensitivity, and trust during urgent or high-stakes communication needs. He has collaborated with public agencies, nonprofits, and community leaders to build campaigns that strengthen engagement and deliver meaningful, inclusive storytelling.

Xavier is also known for his work moderating community dialogues at La Plaza de Cultura y Artes and producing content that highlights the stories and voices of historically underrepresented communities. His partnerships span major institutions including UCLA, Kaiser Permanente, SoCalGas, the Office of Supervisor Hilda Solis, and Warner Bros. Discovery. With a proven ability to manage complex productions and shape compelling narratives, Xavier provides Blue Icon Communications with a powerful podcast and multimedia capability that enhances the City's ability to communicate with residents in new, modern, and culturally responsive ways.

## **V. EXPERIENCE**

### *Demonstrated Success in Municipal Communications, Crisis Response, and Bilingual Public Engagement*

Blue Icon Communications brings over fifteen years of direct experience in municipal and public-sector communications, supported by the combined expertise of Louis R. Reyes and Cecilia Gómez Reyes. Together, they have delivered bilingual public information, media relations, crisis management, digital communications, and community engagement services to cities, public agencies, elected officials, and community organizations across Los Angeles County.

The firm's experience spans government crisis, public information campaigns, immigrant-community engagement, and culturally sensitive communication in high-stakes environments — all directly relevant to the needs of the City of Huntington Park.

## 1. Municipal & Government Experience

### **City of Whittier – Office of Councilmember Mary Ann Pacheco (2023–Present)**

Blue Icon Communications currently serves as the communications and strategic advisor to Councilmember Mary Ann Pacheco, providing a full suite of public information services, including newsletters, media relations, press release development, social media management, public messaging, and crisis support.

Most recently, Blue Icon assisted in managing sensitive communications surrounding ICE activity targeting the Whittier Latino community, ensuring clear, accurate, bilingual messaging during a politically charged and emotionally sensitive community issue. This work demonstrates our team's ability to operate under pressure, maintain public trust, and communicate with immigrant communities — experience highly relevant to Huntington Park.

### **City of Commerce – Bilingual Community Outreach & Media Management**

Blue Icon provided English/Spanish media relations, community engagement, spokesperson services, and crisis communication for citywide issues, including cannabis policy education and community workshops. The firm coordinated door-to-door outreach, media interviews, public meetings, and bilingual communications for residents.

### **City of Maywood – Communications Consulting**

Supported citywide outreach, messaging alignment, bilingual community engagement, and public meeting communications.

### **City of Bell Gardens & Other Local Agencies**

Supported council initiatives, public information needs, and voter-education outreach for major ballot measures and community programs.

## 2 Crisis Communications & High-Visibility Public Information

### **Los Angeles County Assessor's Office – Crisis Communications Management**

As Communications Director and department spokesperson, Louis Reyes led crisis strategy and media management during one of the most publicly scrutinized corruption cases in Los Angeles County.

Responsibilities included conducting daily media briefings, developing messages, managing press relations, coordinating with stakeholders, and ensuring public transparency under intense pressure.

This experience forms the backbone of Blue Icon's crisis-management framework.

### **California Citizens Redistricting Commission (2020 Cycle)**

Blue Icon delivered branding, communications support, public messaging, and digital content for a statewide constitutional body handling one of California's most politically sensitive public processes.

### **Los Angeles County Registrar-Recorder/County Clerk – Media & Multilingual Public Engagement**

Through Cecilia Reyes, our firm contributed to large-scale voter engagement, Spanish-language messaging, and media coordination during major election cycles.

## **3. Digital, Social Media, and AI-Enhanced Communication Programs**

### **Gold Coast Health Plan – Digital Member Communications & Social Media Strategy**

Cecilia Gómez Reyes led digital communications, social media platforms, emergency services content, member handbooks, and outreach campaigns for a large public-serving health plan — experience directly relevant to providing structured, accessible public information to residents.

### **Los Angeles Latino Chamber of Commerce & Economic Development Groups**

Blue Icon led digital outreach campaigns, B2B marketing, and bilingual engagement strategies across the Gateway Cities region, strengthening the firm's ability to communicate with diverse immigrant and working-class populations.

## **4. Community-Based, Immigrant, and Multicultural Engagement**

Blue Icon was founded on work in immigrant and underserved communities and has delivered long-term bilingual communications for:

- Local chambers of commerce
- Public-sector unions (IBEW Local 18)
- Nonprofits serving Latino and mixed-status families
- City-level outreach supporting Spanish-speaking residents
- Political and civic engagement campaigns across Southeast L.A.

Our firm's values reflect the lived experiences of our team — immigrants and children of immigrants — and this informs our culturally grounded approach to communication.

## **5. Summary of Relevance to Huntington Park**

Blue Icon Communications offers Huntington Park:

- Recent municipal experience (City of Whittier, City of Commerce, City of Maywood, Bell Gardens)
- Current, active communications work involving immigrant-community Crisis
- High-stakes crisis communications expertise
- Seasoned leadership with over 20 years of media and government experience
- Proven bilingual communication across English and Spanish media
- Deep familiarity with working-class, Latino, and immigrant communities

- Technical sophistication through AI-powered monitoring, social media management, and digital outreach tools

This experience positions Blue Icon as a partner uniquely aligned with Huntington Park's communication needs today.

## VI. REFERENCES

### 1. Little Lake City School District

**Client Type:** Public School District (11 schools)

**Services Provided:**

- Social media enterprise platform setup and administration
- Staff training for 25+ district and school administrators
- Content review, workflow setup, analytics, and multi-account management
- Ongoing consulting on digital communication standards

**Contact:**

Jonathan Vásquez, Superintendent  
Little Lake City School District  
(Phone/Email available upon request)

### 2. Office of Councilmember Mary Ann Pacheco, City of Whittier

**Client Type:** Municipality – City Council Office

**Services Provided:**

- Monthly email newsletter and social media communications
- Strategic messaging, issue-based crisis support, and press management
- Public information support related to ICE activity affecting Latino residents
- Social media, email marketing, and community engagement

**Contact:**

Councilmember Mary Ann Pacheco  
City of Whittier  
(Phone/Email available upon request)

### 3. South Coast Air Quality Management District (AQMD)

**Client Type:** Regional Government Agency

**Services Provided:**

- Interim media management and strategic communications
- Press release development, media advisory preparation, Spanish Translation, and talking points
- Media inquiry coordination, rapid response, and public messaging support
- Digital and social media strategy for agency-level announcements

**Contact:**

Public Affairs Department  
South Coast AQMD  
(Phone/Email available upon request)

#### 4. IBEW Local 18

**Client Type:** Public-Sector Union (DWP workforce)

**Services Provided:**

- Full social media management and digital content creation
- Event video and photography for social content
- Crisis communications and internal communications
- Member communications, branding support, and copy development
- Website content management and email marketing

**Contact:**

Jennifer Hadley, Senior Assistant Business Manager

Executive Office – IBEW Local 18

(Phone/Email available upon request)

## VII. PROJECT APPROACH AND METHODOLOGY

Blue Icon Communications employs a proven, government-focused communications methodology built around strategy, consistency, speed, and bilingual public engagement. Our approach integrates crisis communication best practices with modern digital tools, ensuring the City of Huntington Park receives reliable, timely, and culturally competent communications support.

Our methodology is built on six guiding pillars:

### 1. Guiding Principles

#### A. Strategy First, Execution Always

Every communication begins with a strategic framework aligned with City priorities—public safety, transparency, trust building, and accurate community information. Planning and intentional message development ensure day-to-day content supports long-term goals.

#### B. Consistent Messaging Across All Channels

We reinforce the City’s identity and credibility by maintaining a unified voice and message across all media.

This includes:

- Consistent talking points
- Clear, concise, and accurate messaging
- Alignment with City values, brand guidelines, and leadership priorities
- Rapid updates and uniform corrections when new information emerges

Consistency protects the City from misinformation, public confusion, and fragmented narratives.

**C. Bilingual, Culturally Competent Communication**

Our entire team is made up of Latinos raised in communities like Huntington Park. This provides us with a deep, genuine understanding of cultural nuances and community expectations.

We ensure:

- Accurate English–Spanish translations
- Messaging grounded in cultural sensitivity
- Clear communication for all education levels
- Community-informed narratives that build trust

**D. Rapid Response & Crisis Readiness**

Crisis happen unexpectedly, and the response must be immediate, strategic, and calm.

For this reason:

- All crisis communication is handled by Louis Reyes and Cecilia Gómez Reyes jointly.
- Louis Reyes is available 24/7 for time-sensitive emergency incidents.
- We commit to responding to crisis-related calls, emails, or alerts within 30 minutes.
- With our office located in Santa Fe Springs—just 10 miles from Huntington Park City Hall—the Blue Icon team can arrive on-site within one hour for emergencies, media events, or urgent coordination needs, traffic permitting.

This high-level availability is a core advantage of our firm.

**E. Technology-Driven Infrastructure**

Blue Icon is a digital-native agency leveraging modern, government-appropriate software and AI-assisted tools.

Our technical infrastructure enhances speed, accuracy, monitoring, and workflow automation. We use:

- Social listening and sentiment analytics
- Professional editorial and scheduling platforms
- AI-assisted drafting and translation refinement
- Secure content management and cloud collaboration
- Real-time reporting dashboards
- Multi-platform publishing systems
- Automated approval channels

These tools accelerate the City’s ability to provide accurate information quickly—especially during crisis events.

**F. Collaboration With City Staff**

City communications must operate as a coordinated system.

Under this model:



- Cecilia Gómez Reyes serves as the primary City-facing contact for day-to-day communication, coordination, and content execution.
- Louis Reyes and Cecilia Reyes jointly manage all crisis or emergency-related incidents.
- We integrate directly with the City Manager's Office, Police Department, elected leadership, and department heads.
- All messaging flows through a structured and documented approval process to ensure accuracy, alignment, and compliance.

This collaborative structure ensures stability, predictability, and message clarity.

## 2. Detailed Project Methodology

Our methodology is divided into five operational phases, each designed to align with the City's workflow, the RFQ requirements, and subject to adjustment based on the City's direction or evolving needs.

### A. Phase 1 – Discovery, Assessment & Onboarding (Weeks 1–4)

We begin with a structured onboarding process to establish the City's communication baseline.

#### Key Actions:

- Review current communication processes, policies, and platforms.
- Conduct an audit of the City's messaging channels (website, social media, email, and press releases).
- Assess current crisis-readiness and gaps.
- Establish clear communication protocols, robust approval workflows, and effective escalation procedures.
- Meet with the department head and City Manager to understand recurring needs.
- Build a 12-month content and communication calendar.

#### Deliverables:

- Communications Audit Report
- Crisis Communication Protocol
- City-Wide Messaging Framework
- 90-Day Action Plan

### B. Phase 2 – Daily Communications Management & Content Execution

We take responsibility for ensuring that the City communicates timely, accurate, and consistent information across all channels.

#### Key Actions:

- Prepare and distribute bilingual press releases, advisories, and statements.
- Manage social media and digital communications.
- Develop messaging for City events, programs, and initiatives.

- Review public-facing materials for accuracy and clarity.
- Coordinate announcements across departments.
- Create bilingual graphics, posts, fact sheets, and key messages.
- Provide weekly and monthly reporting to City leadership.

**Deliverables:**

- Weekly content
- Bilingual digital assets
- Monthly communications reports
- Quarterly analytics dashboards

**C. Phase 3 – Media Relations & Public Engagement**

Our media strategy ensures proactive, positive, and accurate press coverage that reflects the City's goals.

**Key Actions:**

- Assist in serving as the City's media liaison as directed.
- Respond to incoming media inquiries.
- Prepare talking points for elected officials and city officials as requested.
- Manage press conferences, announcements, and media interviews.
- Pitch positive stories and community successes.
- Maintain relationships with regional Spanish and English media outlets.

**Deliverables:**

- Press plans & talking points
- Media advisories and press kits
- Coverage summaries
- Post-event media analysis

**D. Phase 4 – Crisis Communications & Rapid Response**

This phase follows established best practices from municipal and public-sector crisis communication frameworks.

**Key Actions:**

- 24/7 crisis communication support.
- 30-minute response window for urgent issues.
- Rapid drafting of bilingual releases and statements.
- Coordination with police, emergency services, and city leadership.
- Real-time updates across digital channels.
- Misinformation monitoring and correction.
- Media triage and controlled messaging.

**Deliverables:**

- Crisis communication response sheets.

- Post-incident analysis.
- Updated talking points and corrective messaging.

### **E. Phase 5 – Technology Integration, Monitoring & Reporting**

Our tech-forward approach enables real-time insight and ensures reliability.

#### **Key Actions:**

- Integrate professional communications software tools
- Utilize AI-assisted workflows for speed, consistency, and accuracy
- Deploy social listening and trend monitoring
- Track digital sentiment and emerging issues
- Provide regular data-driven reports to City leadership
- Maintain digital archives for transparency and compliance

#### **Deliverables:**

- Real-time dashboards
- Social listening summaries
- Monthly analytics reporting
- Digital archives and file management

## **3. Quality Assurance**

To ensure accuracy, reliability, and alignment with city leadership:

- All content undergoes a two-step internal review and is approved by designated city staff.
- Crisis materials receive direct review from Louis Reyes.
- A certified bilingual professional checks translations.
- Communications are timestamped, logged, and archived.
- Messaging remains consistent across all platforms and spokespeople.

## **4. Results: What the City Can Expect**

By implementing this structured methodology, Huntington Park receives:

- Faster, accurate, and more accountable public information
- Stronger relationships with media and community stakeholders
- Reduced misinformation and rumor escalation
- Greater transparency during emergencies
- Stabilized communications across departments
- A modern, data-driven public communications system
- Bilingual messaging that resonates authentically

A crisis-ready strategy from day one

## VIII. SCOPE OF SERVICES AND DELIVERABLES

Blue Icon Communications will provide comprehensive Public Information Officer (PIO) and Crisis Management services fully aligned with the Scope of Work outlined in Attachment A of the City of Huntington Park's RFQ.

Our services are structured to deliver timely, accurate, and bilingual communication to residents, stakeholders, media, and the broader community—particularly during moments of crisis or heightened public attention. We will implement a fully integrated public information, crisis communication, and media relations system that strengthens transparency, supports City leadership, and reinforces consistent messaging across all platforms.

All services are scalable and may be adjusted based on City direction. The following section is organized in the exact order and structure of the RFQ for clarity and compliance.

### 1. Build a Sustainable Communications Organizational Framework

#### Services Provided

- Develop a centralized communications structure with clear workflows, approval processes, and escalation protocols in place.
- Establish and refine media protocols, spokesperson guidelines, and internal communication procedures.
- Provide ongoing bilingual communications and media training to City staff and Council members.
- Prepare briefing materials, including talking points and key messages, for public appearances and press interviews.
- Deliver real-time advisory services to City leadership to ensure preparedness for media interaction and public events.

#### Deliverables

- Communications Organizational Framework Document
- Media Protocols & Procedures Manual
- Spokesperson Training Sessions (English & Spanish)
- Key Message Sheets & Briefing Packets
- 24/7 Advisory Support for Press Inquiries

### 2. Media Monitoring, Crisis Communication & Strategic Response

#### Services Provided

- Monitor media across print, digital, broadcast, and social platforms for issues, trends, sentiment, and risks.
- Deliver crisis communication services including rapid response, incident messaging, misinformation correction, and emergency alerts.

- Provide immediate remote response within **15–30 minutes**, and on-site presence **within 60 minutes, traffic permitting**.
- Prepare bilingual crisis statements, holding messages, updates, and talking points.
- Coordinate with City Manager’s Office, Police Department, and relevant departments during emergency incidents.

#### **Deliverables**

- Daily and real-time media monitoring
- Crisis communication response sheets
- Emergency updates and press statements
- Post-incident summaries and recommendations
- Reputation and misinformation dashboards

### **3. Stakeholder Coordination, Research & Public Engagement**

#### **Services Provided**

- Manage and maintain stakeholder and partner communication databases (with City-provided data).
- Conduct targeted research on community issues, trends, and public sentiment.
- Work collaboratively with the City’s crisis management team, department heads, and City leadership.
- Develop public engagement initiatives designed to foster transparency, community trust, and civic participation.

#### **Deliverables**

- Stakeholder communication lists (City-provided)
- Research briefs and community insights
- Engagement plans (workshops, announcements, outreach)
- Monthly stakeholder communication reports

### **4. Content Development Aligned With City Branding & Policy Priorities**

#### **Services Provided**

- Ensure all City communications—digital, print, social, and press—reflect the City’s vision, strategic priorities, and policy direction.
- Coordinate with all City departments to ensure consistent messaging and brand standards.
- Develop bilingual content that is culturally responsive and accessible.
- Provide editorial review and modernization of current public relations plans.

#### **Deliverables**

- Bilingual print and digital materials
- Consistent messaging guidelines
- Updated PR strategy recommendations

- Interdepartmental communications support

## **5. Bilingual Public Messaging, Media Expansion & Proactive Communication**

### **Services Provided**

- Draft, edit, translate, and disseminate information in English and Spanish.
- Expand the City's reach through modernized communications, new technologies, and proactive storytelling.
- Serve as spokesperson when designated by the City.
- Support targeted communication priorities (public safety, infrastructure, City Manager initiatives, etc.).

### **Deliverables**

- Bilingual press releases and advisories
- Proactive outreach campaigns
- Messaging for priority issues
- Spokesperson-ready scripts and talking points

## **6. Press Conferences, Media Appearances & Traditional/New Media Integration**

### **Services Provided**

- Plan and arrange press conferences, public appearances, briefings, and media opportunities.
- Prepare speaking materials, run-of-show documents, media packets, and event staging.
- Strengthen traditional communication channels while expanding digital and social communication tools.
- Grow and manage the City's social media presence using industry-standard and AI-enhanced tools.

### **Deliverables**

- Press conference plans & media kits
- Event coordination and on-site media management
- Bilingual digital and social media content
- Monthly social media performance summaries

## **7. Monitoring, Issue Detection & Media Relationship Development**

### **Services Provided**

- Conduct continuous monitoring of traditional and social media to track sentiment and detect emerging issues.
- Identify misinformation and address reputational risks in real time.
- Build strong relationships with English- and Spanish-language journalists.
- Provide background briefings and controlled access when strategic for fair and accurate reporting.

**Deliverables**

- Social and traditional media monitoring reports
- Issue detection and analysis summaries
- Media relationship development logs
- Misinformation correction reports

**8. Strategic Content Development, Targeted Projects & Digital Platform Management****Services Provided**

- Develop strategic communication materials that enhance public outreach.
- Create targeted content campaigns for major initiatives or special projects.
- Maintain digital platforms with timely updates and consistent messaging.
- Ensure all messaging complies with City brand standards and aligns with public policy goals.

**Deliverables**

- Bilingual strategic content packets
- Special project communication plans
- Digital platform updates and management
- Monthly content calendars

**9. Media Kits, Printed/Electronic Materials & Community Information Programs****Services Provided**

- Maintain and update the City's media kit.
- Prepare, edit, and design printed and electronic public materials.
- Develop community information programs and educational efforts in coordination with the City's Communications Department and City Manager.

**Deliverables**

- Updated media kit
- Community information program materials
- Educational outreach assets
- Printed and digital brochures, flyers, and notices

**10. Videography Services****Services Provided**

- Pre-production planning and storyboarding
- Filming, photography, and on-site coverage
- Post-production editing, audio balancing, color correction, and captioning
- Production of videos for:
  - Public service announcements

- Policy explainers
- Community campaigns
- Promotional content
- Social media short-form video
- Department highlights

**Deliverables**

- Completed bilingual video features
- Short-form social media videos
- Event coverage footage
- Raw assets and final edited masters
- Captioned videos for ADA compliance

**11. Podcast Production. Optional Add-On Services (Available Upon City Request)**

During our initial research and review of the City's Communications and Community Relations Department goals, we noted the inclusion of a future objective to produce a City podcast. This optional service aligns directly with our team's capabilities and can be seamlessly integrated into the City's communications framework upon request.

Blue Icon Communications, in partnership with Podcast Producer **Xavier Mejia**, offers a complete, end-to-end podcast production service that aligns with the Communications and Community Relations Department's expressed future goal of launching a City podcast. This service can be activated at any time during the contract period to enhance public engagement, transparency, and bilingual information delivery.

Our podcast services include **pre-production, production (online or in-person), and post-production**, ensuring a polished, professional, and accessible final product for the City of Huntington Park.

**This optional service requires a minimum of four (4) episodes per year, each 1 hour of audio or YouTube video.**

**A. Pre-Production**

Xavier Mejia leads all pre-production activities to establish the creative and structural foundation for the City's podcast.

This phase includes:

**Creative & Editorial Development**

- Podcast concept development (theme, tone, structure)
- Scriptwriting, research, and content planning
- Bilingual storyline development and topic refinement
- Creation of show outline and episode structure



**Branding & Setup**

- Development of podcast brand identity (artwork, style guide, visual assets)
- Creation of show templates, intro/outro structure, and host guidelines
- Establishment of publishing timelines and production schedules

**Technical Setup**

- Setup of podcast hosting platform and distribution channels
- Directory registration (Spotify, Apple Podcasts, YouTube, etc.)
- Content library organization and metadata structure
- Legal registration of creative materials as needed

**Deliverable:**

- Full Pre-Production Plan (creative, technical, and operational)

**B. Online Podcast Production- 1 Hour**

Two online formats are available—**audio-only** or **YouTube video podcast**—allowing for flexible production without requiring physical studio attendance.

**Audio-Only Online Podcast**

Includes:

- Access to a private virtual recording studio for host and guests
- Producer-led recording session
- Live audio clip integration as needed
- Secure online storage of all raw audio files
- Ability to support live studio audience or live-streaming

**YouTube Video Podcast**

Includes everything above plus:

- Video integration (1080p or 4K)
- Live video clip support
- Storage of synchronized audio and video files
- Optional live-streaming to social platforms

**Deliverables:**

- Raw audio or video files
- Producer notes for editing
- Backup files stored securely

**C. In-Person Podcast Production**

For episodes requiring a physical setting, in-person production includes full studio support, a production team, and high-quality multi-camera and audio capture.

**On-Site Production Includes:**

- Dedicated producer
- Camera operator
- Audio engineer
- Studio equipment (mixer, microphones, lighting, cameras)
- Optional live studio audience
- Delivery of all raw files via SD card (1080p or 4K)

**Optional:**

- Support for additional hosts or guest speakers

**Deliverables:**

- Full in-studio recording package
- High-quality audio and video raw assets

**D. Post-Production & Promotional Package**

Post-production transforms the raw materials into a polished, audience-ready episode and prepares the City for digital distribution.

**Post-Production Includes:**

- Editing of audio and/or video episodes
- Noise reduction, leveling, and audio enhancement
- Visual editing, titling, transitions, and branding overlays
- Creation of promotional content for outreach and social media
- Bilingual content refinement as needed

**Promotional Deliverables Per Episode:**

- **1 Still Image** (episode graphic/promo)
- **1 Audio Soundbite** (short highlight clip)
- **1 Visual Soundbite** (MP4 video highlight)
- **Drafted Social Media Copy** (English & Spanish)
- Posting to City-approved digital and social media channels

**Summary of Podcast Deliverables**

- Full pre-production creative plan
- Episode script(s) and bilingual talking points
- Professionally produced audio or video episodes
- High-quality raw files for City archiving
- Social media promotional package per episode
- Option for live-streaming or live audience recording
- Bilingual content, branding alignment, and digital distribution

## IX. COST PROPOSAL & FEE SCHEDULE

Blue Icon Communications proposes a **monthly retainer of \$9,000** to fulfill all requirements outlined in Attachment A of the RFQ, including bilingual PIO services, crisis communications, media relations, strategic messaging, digital communications, and ongoing support to City leadership.

This retainer provides the City with a fully staffed communications team—led by experts in crisis response, government messaging, and bilingual communications—at a cost significantly below the market rate for equivalent in-house staffing.

### 1. Monthly Retainer: \$9,000

The monthly retainer includes up to 60 hours per month of combined professional services, equivalent to approximately 1.5 FTE capacity.

This structure ensures the City receives consistent, full-spectrum support across all communications functions.

The monthly retainer includes:

- Public Information Officer services (English/Spanish)
- Crisis communication and rapid response
- Strategic messaging, content creation, and internal coordination
- Media relations, press release drafting, and media liaison work
- Social media management & digital communication
- Monitoring, tracking, and reporting
- Councilmember and staff communications support
- Resident-facing messaging & public engagement
- 24/7 crisis availability (see below)

### Overage Rate (Non-Crisis)

Any additional non-crisis work beyond the included 60 hours per month will be performed **only with prior written approval** (an email is sufficient) and will be billed at the hourly rates listed in the billable rate sheet.

### Crisis Activation Clause

During urgent situations requiring after-hours or sustained attention, Blue Icon will activate crisis response protocol with the approval from the city. This protocol will allow team members to work beyond normal expectations.

Crisis response protocol overages are never billed without prior approval from the City. They are billed at the set rate outlined in the billable rate sheet. They are only triggered in the event of a crisis or

major initiative that requires increased staffing, such as extended hours of more than 10 hours per day or multiple-day crisis requirements for the entire team.

**This crisis response is included within the retainer unless total hours exceed 60 hours/month.**

## 2. Video Production Rates

Video production services—when the City requests professional videography or photography—are billed separately from the monthly retainer only when a dedicated videographer or photographer (such as Jorge Carrillo) and professional equipment are required.

Rates:

- **\$75/hour — Social video content**  
(Mobile-based or lightweight production handled by a subcontracted videographer)
- **\$125/hour — Professional camera/video production**  
(DSLR/4K cameras, lighting setups, audio engineering, and full post-production)

### Important Clarification:

Video and photo content captured on mobile devices by **Louis, Cecilia, or Melissa** as part of routine social media management **is included within the monthly retainer and is not billed separately.**

All professional video services require prior approval from the City before production begins.

## 3. SCHEDULE OF BILLABLE RATES

Team Member	Role	Hourly Rate (Billable to City)
Louis Reyes	Strategic & Crisis Consultant	\$225/hr
Cecilia Gómez Reyes	Lead Communications Consultant	\$175/hr
Melissa Gonzalo	Media Relations Consultant (Subcontractor)	\$150/hr
Jorge Carrillo	Video & Photography (Subcontractor)	\$125/hr

Xavier Mejia	Podcast Producer & Multimedia Consultant	\$125/hr
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#### 4. Technology & Monitoring Tools (Included)

Blue Icon uses a modern digital communications tech stack—including AI-assisted tools—to support:

- Social media management, monitoring & trend detection
- Media tracking & sentiment analysis
- Crisis alerts
- Scheduling & content workflows
- Translation & bilingual QA
- Brand consistency tracking
- Video editing
- Content/copy editing

There is no additional charge for these tools under the retainer.

#### 5. Billing Procedures & Payment Terms

- Blue Icon will invoice monthly in advance for the retainer.
- Optional services or approved overage hours will be itemized separately.
- The City will issue payment in accordance with standard municipal timelines (typically Net 30 or Net 45).
- No work outside the retainer will be billed without prior written approval.

#### 6. Optional Add-On Services

Podcast Production (Per Episode), minimum four episodes per year. **Flat Fee Per Episode: \$1,500**

For the City's planned Communications & Community Relations podcast initiative:

Includes:

- Pre-production
- Recording (audio or video)
- Editing
- Promotional package
- Podcast audio/video equipment
- All standard deliverables as defined in the proposal.

## X. AUTHORIZATION

This proposal is submitted by **Blue Icon Communications, BIComm LLC**, a California-registered limited liability company in good standing, and is signed by an individual who is fully authorized to bind the firm to all terms, conditions, and pricing valid for ninety (90) days, as included herein.

Blue Icon Communications certifies the following:

### 1. Authority to Submit

The individual signing this proposal—**Louis R. Reyes, President & CEO**—has full legal authority to submit this proposal, negotiate on behalf of the firm, and enter into a binding agreement with the City of Huntington Park if selected.

### 2. Accuracy of Information

Blue Icon Communications affirms that all statements, representations, and data provided in this proposal are true, complete, and accurate to the best of our knowledge. Any intentional misrepresentation may result in disqualification or contract termination.

### 3. Willingness to Enter into Agreement and Acceptance of Conditions

Blue Icon Communications agrees to enter into a professional services agreement with the City of Huntington Park, with acceptance of all conditions listed in the RFQ documents that incorporate:

- The Scope of Services outlined in **Attachment A** of the RFQ
- The pricing and terms outlined in this proposal
- Applicable City policies, procedures, and legal requirements
- Insurance and indemnification provisions required by the City

### 4. Proposal Validity

This proposal, including all pricing, shall remain valid for ninety (**90**) days from the date of submission unless extended in writing by Blue Icon Communications.

### 5. Non-Collusion Statement

Blue Icon Communications certifies that this proposal is genuine, not a result of collusion, and that no City officer, employee, or representative has been offered any form of consideration in connection with this submission.

**Blue Icon Communications, BIComm LLC**



By: \_\_\_\_\_

**Louis R. Reyes, President & CEO**

Date: \_\_\_\_\_11/17/2025\_\_\_\_\_



**November 14, 2025**

**Mr. Sergio Infanzon**

Director of Communications and Community Relations  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Re: Statement of Qualifications: Public Information Officer and Crisis Management Services

Dear Mr. Infanzon:

The Merino Group (TMG) is excited to submit our Statement of Qualifications to provide Public Information Officer and Crisis Management Services to the City of Huntington Park. Our firm has proudly supported public agencies (including the City of Huntington Park) and community-focused organizations across Southeast Los Angeles County, and we welcome the opportunity to partner with the City to strengthen communications, enhance public engagement, and support the vital work of your leadership team.

TMG brings extensive experience in public-sector communications, crisis response and management, crisis communication, media coordination, and bilingual public information. Our team has supported cities, business districts, and regional organizations through high visibility initiatives and sensitive events requiring rapid response, message discipline, and coordinated strategic outreach. We are deeply familiar with the community, values, and priorities of the City of Huntington Park, and we are committed to delivering reliable, clear, and community-centered crisis communications and management aligned with the City's vision.

As detailed in our submission, TMG offers a comprehensive set of capabilities that match the Scope of Services outlined in the RFQ, including executive-level communications support, elected official communications support, strategic messaging, crisis communications planning and response, media relations, bilingual content development, stakeholder engagement, and in-house videography and digital production. Our goal is to

help the City build and maintain a strong, sustainable communications framework that supports transparency, builds trust, and ensures residents are informed and engaged.

We appreciate your consideration of our qualifications and would be honored to support the City of Huntington Park in this important role. If you have any questions or require additional information, please feel free to contact me at 213-634-0900, or [moises@merinogrp.com](mailto:moises@merinogrp.com).

A handwritten signature in blue ink, appearing to read 'Moises Merino', with a stylized, cursive script.

Moises Merino

President, The Merino Group



## **2. Firm Qualifications & Overview**

### **Overview**

The Merino Group (TMG) is a California-based public affairs and communications firm built on a foundation of passion, commitment, and responsive service. Drawing from decades of collective experience, TMG helps public agencies and mission-driven organizations communicate with clarity, strengthen community relationships, and build public trust.

We develop thoughtful engagement strategies designed to share client messaging effectively and foster meaningful dialogue with diverse audiences. Our core practice areas (crisis communication, public affairs, public relations, and integrated communications) reflect our belief that strong communication drives shared understanding, public confidence, collaboration, which are essential for public information and crisis management success.

TMG's portfolio includes a comprehensive range of services that support public-sector communications, including public agency communications, reputation management, crisis and litigation communications, media relations, media training, coalition building, community engagement, digital strategy, social media management, advocacy campaigns, marketing, and branding. This experience provides a well-rounded foundation to meet the dynamic communications needs of cities and local agencies throughout California.

### **Qualifications**

TMG is uniquely qualified to support the City of Huntington Park with Public Information Officer and crisis communications services. Our team has extensive experience supporting public-sector organizations across Southern California, including direct work with the City of Huntington Park, City of Norwalk, City of La Habra, and the Uptown Whittier Improvement Association (UWIA). This regional familiarity strengthens our understanding of community expectations, municipal operations, and the cultural and linguistic diversity of Southeast Los Angeles County.

Our qualifications include proven capabilities in executive-level communications support, elected official communications support, bilingual public information development, media relations, and crisis communications. TMG routinely assists public officials with preparing press materials, developing message frameworks, coordinating media response, conducting stakeholder communications, and managing sensitive or high-visibility issues in real time. We provide guidance that emphasizes clarity, transparency, consistency, and alignment with agency values and long-term objectives.

TMG's experience aligns directly with the RFQ Scope of Services, including:

- Crisis management/communications
- Media engagement and monitoring
- Public information services, including development and spokesperson support
- Bilingual public messaging (English/Spanish)
- Coordination with city departments and leadership
- Content development for traditional and digital platforms
- Strategic communications planning and implementation

Our blend of technical communications capacity, municipal experience, and regional familiarity positions TMG to deliver timely, accurate, and community-centered messaging on behalf of the City of Huntington Park.

### **3. Personnel**

The Merino Group will assign a highly experienced communications team to support the City of Huntington Park with Public Information Officer and Crisis Management Services. Each team member brings proven experience in public-sector communications, crisis response, media coordination, and community engagement. The team structure reflects the City's need for responsive service, strategic guidance, bilingual communications capacity, and in-house multimedia production.

The individuals listed below will serve as the primary personnel assigned to the contract. Full résumés will be included as attachments in the SOQ.

#### **3.1 Primary Point of Contact**

Raul Riesgo

Vice President

Email: [raul@merinogrp.com](mailto:raul@merinogrp.com)

Phone: 562-665-4659

Mr. Riesgo will serve as the primary point of contact for City officials. He brings extensive experience in public affairs, executive communications, media coordination, and regional government engagement across Los Angeles and Orange Counties. His background includes crisis management, developing messaging frameworks, advising public officials, coordinating bilingual outreach campaigns, and managing high-visibility/high-stakes communications needs for public-sector and community-focused organizations. Raul will

oversee regular coordination with City staff, ensure timely delivery of all communication services, and provide real-time support during crisis situations requiring rapid response.

### **3.2 Executive Oversight**

Moises Merino

President

Email: moises@merinogrp.com

Phone: 213-634-0900

Mr. Merino provides executive-level oversight for all TMG engagements and will serve as the authorized signatory for this contract. His leadership experience includes decades of public affairs, media strategy, government relations, and narrative development work throughout California, and nationally. Moises brings a strong understanding of municipal operations, community expectations, and the communication demands placed on public agencies. His background includes traditional media, community storytelling, and authorship of historical narratives related to Southeast Los Angeles County. Moises will advise the City on complex or sensitive issues, high-level messaging, and overall communication strategy.

### **3.3 Videography, Digital Media & Production (In-House)**

The City's RFQ requires professional videography and multimedia production. These services will be provided 100% in-house by TMG's creative team.

#### **Kevin Velasco**

Videography & Creative Services

Kevin Velasco brings a strong professional background in full-cycle video production, digital media strategy, and live-event coverage that aligns directly with municipal communication needs. With experience supporting corporate clients, production companies, and large public events, he manages all aspects of production—from planning and filming to editing and final delivery—ensuring polished, consistent, and impactful content. Kevin holds a B.A. in Film and Electronic Media from California State University, Dominguez Hills and an A.A. in Television Production and Media from Chaffey College, grounding his work in both technical training and industry practice. His technical capabilities include Adobe Creative Cloud, professional camera operation, lighting techniques, video editing, creative storytelling, and project management, allowing him to produce high-quality videos that effectively support public outreach and city initiatives. Combined with his skills in digital strategy across TikTok, Instagram, Facebook, and YouTube, Kevin is well-equipped to help municipalities enhance transparency, expand

engagement, and showcase programs, services, and community stories with professionalism and creative clarity.

### **Robert Medina**

Videography, Editing & Digital Production

Robert Medina is a seasoned video producer and digital strategist with extensive experience developing content for civic agencies, community organizations, and private-sector clients across the U.S. and internationally, including work in Panama. His portfolio spans public-information campaigns, community engagement initiatives, tourism promotion, economic development storytelling, and multilingual outreach—giving him a strong understanding of how to create video that resonates with diverse audiences. Robert has produced districting explainers, event highlights, business spotlights, and documentary-style features that support transparency and help residents clearly understand city priorities. Known for clean, accessible visuals and fast turnaround, he delivers high-quality messaging when cities need it most. With strong skills in video editing and post-production, he ensures every final product is polished, accurate, and aligned with municipal communication goals. His background in creative direction and performance-driven marketing enables him to blend storytelling, strategy, and technical production to build trust, improve engagement, and help communities better connect with their local government.

### **3.4 Additional Crisis & Media Support Staff**

As required, TMG may draw upon additional internal team members for research, monitoring, bilingual messaging support, and rapid-response/crisis coordination. No sub-consultants will be used for this contract; all services, including videography, media management, and crisis communications, will be delivered by in-house personnel.

### **Résumé Attachments**

## **4. Related Experience**

### **4.1 Firm Experience Summary**

Crisis management and communication are core strengths of our firm. We have managed urgent and sensitive issues involving public safety, misinformation, community concern, regulatory matters, and reputational risk. Our team provides media monitoring, narrative framing, rapid release of bilingual public information, rumor control, and stakeholder

coordination. We maintain established relationships with traditional and Spanish-language media outlets to ensure accurate reporting during emergent situations.

TMG also specializes in strategic messaging, narrative development, and long-term public engagement planning. We have led digital campaigns, developed brand systems for public-facing agencies, produced bilingual public service content, and managed community-centered outreach strategies. Our in-house multimedia capabilities include videography, editing, motion graphics, and production of high-quality digital content for public agencies.

TMG offers a comprehensive, full-service communications capacity that aligns directly with the City's needs for Public Information Officer and Crisis Management Services. Our experience shows an ability to respond effectively to crises, support executive leadership, engage diverse communities, and deliver accurate, timely, bilingual messaging that builds trust and strengthens public understanding. Below are some entities we've worked for, supporting their crisis communication and management, or other critical communication needs.

#### **4.2 Representative Project Experience**

TMG has supported the City of Huntington Park with public information planning, narrative development, bilingual community messaging, crisis management, crisis communications, and media services. Our work includes advising City staff on communications strategy, coordinating messaging for key initiatives, preparing rapid-response materials, and developing clear, accessible content for public-facing platforms. This engagement reflects our deep familiarity with Huntington Park's community, communication needs, and municipal priorities.

TMG has provided the City of Norwalk with bilingual public information support, digital outreach strategy, crisis communications, crisis response support, and media coordination. This includes producing social media and digital content, assisting with stakeholder messaging during time-sensitive situations, and supporting media interactions as needed. This work demonstrates our ability to deliver accurate, consistent, and responsive communications in a municipal environment.

TMG provides the Uptown Whittier Improvement Association (UWIA)—the quasi-governmental Community Improvement District for Uptown Whittier—with bilingual communications, media relations, public engagement strategy, digital content development, issue advocacy, and media services. Our work includes crafting narrative messaging, producing promotional and informational content, and supporting stakeholder

engagement across digital and in-person channels. This engagement highlights our capacity to advance community-based initiatives with strategic, high-quality communications and advocacy.

## **5. References (3)**

### **City of Huntington Park**

Ricardo Reyes  
rreyes@hpca.gov  
323-582-6161

### **City of Norwalk**

Jesus Gomez  
jgomez@norwalkca.gov  
562-929-5700

### **Uptown Whittier Improvement Association (UWIA)**

Yvonne Connolly, Executive Director  
yvonne@uwia.org  
562-228-5705

## **6. Compensation**

The Merino Group proposes a straightforward compensation structure that provides the City with consistent communications support, rapid crisis response, and high-quality bilingual media services. All work (including videography, editing, and digital production) will be performed by in-house personnel.

TMG's model includes a monthly retainer for ongoing Public Information Officer support, a monthly retainer for crisis or time sensitive needs, and a separate monthly fee for videography and multimedia production as required by the RFQ.

## Proposed Compensation Structure

Service Category	Rate
Monthly Communications Retainer (PIO, media relations, messaging, monitoring, digital updates, engagement support)	<b>\$5,000 / month</b>
Crisis Communications & Emergency Response	<b>\$10,000/month</b>
Videography, Graphics, and Post-Production Editing	<b>\$5,000 / month</b>

This structure is designed to give the City flexibility for both steady, proactive communications support and rapid escalation capacity when unexpected issues arise. TMG will work closely with City staff to prioritize tasks, coordinate workflows, and ensure cost-effective delivery of all communication services.

Monthly invoices will be provided in accordance with City requirements.

### 7. Sub-Contracted Consultants

None will be used for this contract

#### 7.1 Sub-Contract Roles & Responsibilities

None will be used for this contract

### 8. Acceptance of RFQ Conditions

The Merino Group hereby acknowledges and accepts all terms, conditions, requirements, and instructions outlined in the City of Huntington Park's Request for Qualifications for Public Information Officer and Crisis Management Services. By submitting this Statement of Qualifications, The Merino Group affirms that the information provided is accurate, agrees to comply with all RFQ provisions, and understands that the City may reject any or all submissions at its sole discretion. The Merino Group further confirms that this submission shall remain valid for ninety (90) days as required.

### 9. Authorization

The undersigned is an authorized representative of The Merino Group and is empowered to bind the firm to the terms, statements, and commitments contained in this Statement of Qualifications. The Merino Group affirms that this submission is valid for ninety (90) days from the date of submittal, as required by the RFQ.

**Authorized Representative:**

A handwritten signature in blue ink, appearing to read 'Moises Merino', with a stylized, cursive script.

**Moises Merino**

President

The Merino Group

moises@merinogrp.com



# Moises Merino

President & CEO, The Merino Group

Public Affairs • Crisis Communications • Bilingual Communications (English/Spanish)

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## Professional Overview

Moises Merino is the President and CEO of The Merino Group, where he leads a public affairs consulting practice built on more than 20 years of experience advising local, state, and national clients. He specializes in supporting public agencies and nonprofit organizations with public information services, crisis communication planning, and culturally relevant outreach to large Spanish-speaking communities.

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## Areas of Expertise

- Public Information & Government Communications
  - Crisis & Rapid-Response Messaging
  - Bilingual (English/Spanish) Community Engagement
  - Media Relations & Press Briefings
  - Social Media & Digital Strategy
  - Multicultural Communications
  - Public Affairs Strategy & Policy Messaging
- 

## Professional Background

Moises is widely recognized for his work in Latino communications and community outreach. In 2015, he was named one of the industry's "40 Under 40" rising leaders, and his contributions have been profiled in *Latino Leaders Magazine*. He has appeared as an on-air analyst for CNN, Univision, and Telemundo, offering insight into Latino culture, demographic trends, and public policy issues.

His consulting portfolio includes advising statewide and local public awareness efforts, developing bilingual outreach strategies, and guiding public agencies through high-visibility communication challenges. Moises has led efforts in message development, emergency communications, media coordination, and digital engagement for diverse audiences.

He also co-founded a nonprofit dedicated to Latino leadership development and public policy education, strengthening community engagement across California.

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## Education

- M.P.A., Master of Public Administration, CSULB
  - B.A., Sociology & Spanish Literature, UCLA
- 

## Community & Personal Background

A native of Boyle Heights in East Los Angeles, Moises brings a deep understanding of Southern California's diverse communities. He is fully bilingual in English and Spanish and is committed to helping public institutions communicate with clarity, transparency, and cultural relevance.

# Raul A. Riesgo

## VICE PRESIDENT, THE MERINO GROUP

### Education

Trinity Law School

Master's Degree, Legal Studies

University of La Verne

B.S., Public Administration

Washington State University

Graduate Studies, Strategic Communications

### Affiliations

Member, Society of Biblical Literature

Member, Pico Rivera History and Heritage Society

### Selected Publications & Work

Freelance articles on Latino community issues, civic participation, and local government. Researcher and writer of the historical narrative of Pico Rivera, documenting its political evolution, cultural growth, and civic identity.

### Professional Summary

Seasoned communications strategist, writer, and public affairs professional with extensive experience shaping narratives, managing high-impact public campaigns, and leading crisis and digital communications for cities, public agencies, and private corporations. Accomplished journalist and storyteller focused on Latino communities, civic life, and local issues in Southeast Los Angeles County.

### Core Competencies

Strategic Communications • Crisis Communications • Public Relations • Digital Strategy • Government Relations • Messaging Development • Media Strategy • Speechwriting • Community Engagement

### Experience

2012–Present – Vice President, The Merino Group – Los Angeles County, CA

Lead strategist overseeing communications, digital media, crisis management, and narrative development for government, nonprofit, and private-sector clients; manage high-impact campaigns for Norwalk, Huntington Park, La Habra, Uptown Whittier, and regional associations.

2016–Present – Communications & Public Campaign Consultant  
Design and execute public-information campaigns on economic development, public safety, infrastructure, housing, and environmental issues; support private companies navigating regulatory challenges and public perception.

2007–2009 – Freelance Journalist, Whittier Daily News & Pico Rivera News

Reported on community issues, local government, and Latino cultural experiences; produced human-interest, sports and neighborhood-focused stories.

Aldore D. Collier  
1082 Cordova Street, #5  
Pasadena, CA 91106  
aldore@collcommpr.com  
[aldore@aol.com](mailto:aldore@aol.com)  
213/359-9366 ©

## HIGHLIGHTS OF QUALIFICATIONS

- More than 30 years' experience in journalism, education and public relations
- More than 35 years' detailed experience conducting interviews, writing news and feature articles, press releases, speeches, brochures, proposals, newsletters, Facebook pages, talking points and blogs
- Impeccable editing and proofreading skills
- Proven ability to meet all deadlines and juggle multiple assignments
- Strong ability to conduct interviews and produce compelling copy quickly
- Conducted workshops and classes on handling news conferences and crisis-management situations

## RELEVANT EXPERIENCE

Editor:

- Edited, proofread and rewrote hundreds of medical and educational articles for nursing schools as well as colleges and universities as a freelancer with HotChalk.com.
- Covered the entire west coast for 25 years as a journalist/editor with Ebony and Jet magazines.
- Completely edited two novels and numerous position papers
- Served as newsletter editor of the Magic Johnson AIDS Foundation
- Teach mass communications at Rio Hondo College
- Taught journalism to undergraduates at California State University, Northridge and graduate students at the University of Southern California.
- Produced, wrote and edited promotional videos
- Made video presentations to media and regional politicians
- Edited brochures for the Bureau of Indian Education

## EMPLOYMENT HISTORY

- 2007-present: Founder, CollComm Public Relations. I have worked on projects with Old Spice, Flicker Design, General Motors, Bernalillo County, NM as well as numerous other public relations firms. From my Los Angeles base, I have written and edited press releases for individuals, restaurants, engineering firms and musicians/writers. In addition to writing releases and editing articles, I currently consult with public relations firms regarding the business of pitching story ideas to media outlets and how best to develop and maintain relationships

with journalists. Additionally, I coach freelance clients on preparation for media appearances.

- 1/2023-present: Adjunct Communications Instructor, Rio Hondo College. I have taught five semesters of Mass Media in the Modern Age to minimally 25 students.
- 2012-2013: Contract Editor with HotChalk.com. I edited, proofread and rewrote hundreds of education and medical articles and made certain that stories met search engine optimization (SEO) standards.
- 2007-2012: Project Manager and Public Relations Director of the Dr. Martin Luther King, Jr. Memorial Center of New Mexico. In that capacity, I conducted interviews, wrote press releases, speeches, brochures, edited blogs, scripted promotional videos, organized and conducted public engagement sessions and press conferences, made presentations to regional media as well as statewide politicians. I was charged with rewriting the crisis communications plan for Bernalillo County, NM.
- 1981-2007: West Coast Editor for Ebony and Jet magazines, the largest black-oriented publications in the nation. I covered the area from Washington state to Arizona, interviewing celebrities, politicians, athletes, entrepreneurs, religious figures and activists. I also wrote speeches and represented the company at social events. I covered Republican and Democratic national conventions, the Super Bowl and the Los Angeles Olympics. I worked with the advertising/marketing department to explain and promote the unique nature of advertising in Ebony and Jet.
- 1979-1981: Education and Entertainment Reporter, Memphis Press-Scimitar. I covered the local school board and handled the Elvis Presley beat.
- EDUCATION
- B.A. Political Science, Northwestern University; MSJ, Journalism, Northwestern University.



COLLCOMM PUBLIC RELATIONS

1082 CORDOVA STREET #5

PASADENA, CA 91106

213-359-9366

[www.collcommpr.com](http://www.collcommpr.com)

RESUME ADDENDUM:

Beginning in late 2007, I was awarded a contract with Bernalillo County, NM to create public support for a memorial honoring Dr. Martin Luther King, Jr., a man who never visited the region.

As I had been the west coast editor of Ebony Magazine, the nation's largest black-oriented publication, for more than 20 years, I knew I could utilize my extensive celebrity contacts to good use.

I was given a budget to hire a video crew and traveled the country gathering the stories of Dr. King's remaining lieutenants. I interviewed Rev. Jesse Jackson, congressional representatives John Lewis and Eleanor Holmes Norton and 'Star Trek' co-star Nichelle Nichols. I had each detail their association with Dr. King as well as extolling diverse Albuquerque as the appropriate location of a memorial dedicated to love, peace and diversity.

I organized political and community meetings at the county headquarters to listen as well as detail my progress.

I wrote numerous press releases that were passed out to media and politicians in New Mexico, Colorado and Arizona.

I wrote and directed a 12-minute video that was presented to politicians, community activists and regional media (available at [collcommpr.com](http://collcommpr.com)). The video received tremendous ovations and resulted in extending financial support.

I also work with other public relations firms. For JL Media, I was called on to organize an outdoor press conference (10/5/23), including putting together Talking Points for all who would participate in the conference. I had to decide which intersection would provide the greatest visual advantage and help determine the order of speakers and advised them on what to say and how long their comments should be.

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**213-359-9366**  
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As my resume and Capabilities Statement attests, I was a journalist at newspapers and magazines for 29 years and dealt with the opposite side of political crises. I was one of those contacting city and county governments to get immediate reactions to numerous political issues.

My colleagues and I always pressed political officials to respond immediately, sometimes due to legitimate deadlines. On other occasions, it was meant to trip officials up. As I have been on both sides, I am keenly qualified to navigate the minefield of interaction with media.

While I was the freelance public relations director of the Dr. Martin Luther King, Jr. Memorial of New Mexico, I witnessed the Public Information Officer of Bernalillo County (Albuquerque), NM commit the unpardonable sin of issuing statements to the media without sticking to the known script and not getting authorization. Her actions resulted in the County Administrator having to resign. I was asked by Renetta Torres, human relations director of Bernalillo County, and my supervisor on the project, to devise a crisis communications plan that could be implemented county-wide. I held a detailed session to show how easy, hard and essential it is.

As I had participated in press conferences, I was aware that stuttering and sweating on the part of the public information officers almost always raises media eyebrows and leads to more questions. It is always best to have brief, direct responses—no flourishes.

Few tools are more important for city officials' interaction with media than video. Practicing questions and answers and seeing your performance is extraordinarily important.



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**COLLCOMM PUBLIC RELATIONS' UNIQUE CRISIS COMMUNICATIONS TEMPLATE FOR CLIENTS**

1. As social media is immediate around the world, it is essential to respond to crises immediately to avoid the spread of misinformation.
2. Create a crisis team as soon as possible with clearly defined roles. Have videotaped practice sessions on handling crises to come off as polished as possible.
3. Do NOT be bullied by reporters who often claim rigid deadlines. Always let them know that you will get back to them as soon as possible, generally within five minutes.
4. Be as empathetic as possible without surrendering professionalism.
5. If the crisis involves legal matters, be sure and let media know that you cannot comment on ongoing legal matters. If you do, your words can often be used against you or the governmental entity.
6. Always have the most up-to-date media information (including platforms such as Instagram) to ensure being able to get information out effectively and immediately.
7. Constantly monitor media entities, especially social media platforms, to ensure that you can respond to negative or misinformation immediately.

**RESUME:**

Rafael Chairez:

Infrastructure Administrator

B2B Industrial Packaging

2/2023—Present

Information Technology Infrastructure, data center relocation

Vice President Information Technology

CollComm Public Relations

12/2018—Present

Problem-solving, computer science, Spanish language translation

IT Support Analyst, Sr.

Northern Arizona University

12/2022-2/2023

Hyper-V, Problem Solving

Network Support Technician

Acorn Paper Products Co.

12/2019—11/2022

Maintain Network Systems

System Administrator

Penske Truck Leasing

3/2002—11/2018

Help Desk Support

**EDUCATION:**

University of Phoenix

2000-2002

Computer Learning Center

Associate of Science

1999-2000



## Vice President

**COLLCOMM PR**

### Rafael Chairez

As one who always loved science and computers, it came as no surprise to family and friends when Rafael Chairez Jr. chose Information Technology (IT) as his profession. For more than a decade, he served as an IT professional working for Los Angeles County through the Penske Corporation and Johnson Controls. Chairez also worked as a technical consultant for ESPN, assisting in their coverage of the New Mexico Bowl and Las Vegas Bowl games. He currently provides network support services for Oak Paper Products, a family owned and multigenerational staple in Los Angeles since the 1940's.

Always a social person with a love of all genres of music, Chairez has organized and promoted American pop as well as Latino-inspired concerts.

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To verify most current certification status go to: <https://www.caleprocure.ca.gov>

## Office of Small Business & DVBE Services

**Certification ID:** 54898**Legal Business Name:**

COLLCOMM PUBLIC RELATIONS

**Doing Business As (DBA) Name 1:**

COLLCOMM PUBLIC RELATIONS

**Doing Business As (DBA) Name 2:****Address:**

1082 Cordova Street

5

CA

Pasadena

CA 91106

**Email Address:**

aldore@collcommpr.com

**Business Web Page:**[www.collcommpr.com](http://www.collcommpr.com)**Business Phone Number:**

213/359-9366

**Business Fax Number:**

626/219-6770

**Business Types:**

Service

Certification Type	Status	From	To
SB(Micro)	Approved	01/23/2025	01/31/2027
SB-PW	Approved	01/23/2025	01/31/2027

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605

**Certified Profile**CLOSE WINDOW [Print](#)**Business & Contact Information**

BUSINESS NAME	<b>COLLCOMM</b>
OWNER	<b>Aldore Collier</b>
ADDRESS	<b>1082 Cordova Street #5 Pasadena, CA 91106 <a href="#">[map]</a></b>
PHONE	<b>213-359-9366</b>
FAX	<b>626-219-6770</b>
EMAIL	<b><a href="mailto:aldore@collcommpr.com">aldore@collcommpr.com</a></b>
WEBSITE	<b><a href="http://collcommpr.com">http://collcommpr.com</a></b>
ETHNICITY	<b>Black American</b>
GENDER	<b>Male</b>
COUNTY	<b>Los Angeles (CA)</b>

**Certification Information**

CERTIFYING AGENCY	<b>City of Los Angeles</b>
CERTIFICATION TYPE	<b>DBE - Disadvantaged Business Enterprise</b>
CERTIFIED BUSINESS DESCRIPTION	<b>541613 - Marketing Consulting Services 541820 - Public Relations Agencies 541840 - Media Representatives 711320 - Promoters of Performing Arts, Sports And Similar Events without Facilities 711510 - Independent Artists, Writers, and Performers</b>

**Commodity Codes**

Code	Description
CA WCC I7310	ADVERTISING
CA WCC I7920	PERFORMERS & ENTERTAINERS
CA WCC I8740	MANAGEMENT & PUBLIC RELATIONS
NAICS 541613	Marketing consulting services



NAICS 541820	Public relations agencies
NAICS 541820	Public Relations Agencies
NAICS 541840	Media Representatives
NAICS 561410	Document Preparation Services
NAICS 711320	Promoters of Performing Arts, Sports, and Similar Events without Facilities
NAICS 711510	Independent Artists, Writers, and Performers

### Additional Information

WORK DISTRICTS/REGIONS	Alameda, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Francisco, San Mateo, Santa Barbara, Santa Clara, Ventura
CUCP PUBLIC DIRECTORY CERTIFICATION NUMBER	36644

This profile was generated on 9/20/2025

References:

Clarence Waldron, owner  
Waldron Communications  
773/859-0308

[waldc@aol.com](mailto:waldc@aol.com)

I consulted with them on issues with podcasting—what does and does not work, how to keep audiences listening, how to avoid lawsuits.

Scott Katz, owner  
Katz Chiropractic  
[sikdc@aol.com](mailto:sikdc@aol.com)  
323-653-7519

For Katz Chiropractic, I met with the owner and devised a marketing campaign to expand the client base in the increasingly competitive chiropractic market. I came up with 3x5 cards, devised a strategy to maintain clients he already has and make them feel valued.

For Jalila Larsuel and Atty. John Harris:

For 11:00 a.m. press conference re: lawsuit filed against LAPD

Talking Points to bring up during press conference:

- Attorney John Harris open news conference with detailed description of incident.
  - a. Talk in detail about victim Jamar Nicholson's innocent activities.
  - b. Have Jamar Nicholson briefly describe incident from his perspective, detailing his injuries.
  - c. Methodically discuss how LAPD reacted without provocation.
- Detail LAPD history of violence in minority communities.
  - a. Use other historical examples (Rodney King, etc.) sparingly to avoid dragging it out and bore assembled media.
- Talk about the impact on the other victims of the incident.
  - a. Have victim Jason Huerta speak briefly about what happened to him and the others.
- Have Nicholson's family speak briefly about the impact of the shooting on him and the extended family.
- Explain why a lawsuit is necessary.
  - a. Serving as a deterrent against unnecessary violence.
  - b. Increase community and city awareness of ongoing issues with LAPD.
- Because the media is sure to ask, minimally and generally explain that the \$20 million figure is for pain, suffering, present and future medical care.
- End on a fairly positive note, e.g. pointing out that you clearly understand that most LAPD officers do positive things but the few negative ones cannot be allowed to bring down or besmirch the whole department.

Aldore D. Collier

CollComm Public Relations

[aldore@collcommpr.com](mailto:aldore@collcommpr.com)

213-359-9366

## ITEM 5



**CITY OF HUNTINGTON PARK**  
Communications and Community Relations Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

**CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO BLUE ICON COMMUNICATIONS TO PROVIDE PUBLIC INFORMATION OFFICER, PUBLIC AFFAIRS SUPPORT, AND OUTREACH STRATEGIC PLANNING SERVICES**

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Approve award of a Professional Services Agreement to Blue Icon Communications to provide public information officer, public affairs support, and outreach strategic planning services; and
2. Authorize the City Manager to negotiate final terms and execute professional services agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The City of Huntington Park is enhancing its public communications to provide timely, accurate, and accessible information to residents, businesses, media, and stakeholders. To support this, the City issued a Request for Qualifications (RFQ) for Public Information Officer and Crisis Management Services to supplement the Department of Communications and Community Relations.

The RFQ was posted on PlanetBids on November 3, 2025, and closed on November 17, 2025, at 2:00 p.m. Its purpose was to identify qualified firms to support day-to-day public information and public affairs functions, as well as crisis communications and crisis management.

After reviewing proposals and conducting interviews, staff determined that the City's needs are best met by separate awards or scopes, given the specialized nature and risk profile of crisis communications support.



# **CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO BLUE ICON COMMUNICATIONS TO PROVIDE PUBLIC INFORMATION OFFICER, PUBLIC AFFAIRS SUPPORT, AND OUTREACH STRATEGIC PLANNING SERVICES**

January 13, 2026

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## **STAFF RECOMMENDATION**

The City received four Statements of Qualifications in response to the RFQ from the following firms:

1. Actum, LLC
2. Blue Icon Communications
3. The Merino Group
4. CollComm Public Relations

After the RFQ closed on November 17, 2025, staff reviewed submissions for responsiveness and compliance. Three firms were deemed responsive and invited to interviews, which were held on December 22, 2025.

Proposals and interviews were evaluated based on the following criteria:

- Relevant municipal experience.
- Approach and methodology.
- Staffing, capacity, and availability.
- Cost and overall value.
- Local knowledge and bilingual communications capability.
- Demonstrated experience providing crisis communications/crisis management support.

Based on proposals and interviews conducted on December 22, 2025, staff determined that Blue Icon Communications is well qualified to meet the City's day-to-day PIO and public affairs needs, including bilingual communications and strategic outreach for the following reasons:

- Extensive Municipal Experience
- Their proposed technology-driven infrastructure program perfectly aligns with the projected, vision, goals, and strategies of the Department of Communications and Community Relations.
- Experience with the implementation of AI-enhanced workflows and communication programs, digital asset management, and message development.

However, the interview panel found that the City's crisis management needs require specialized experience and capacity. Staff therefore recommend awarding a Professional Services Agreement to Blue Icon Communications for PIO services only. Based on evaluations, crisis communications and management require a distinct, specialized scope. The panel concluded that The Merino Group best meets these needs, and the City is currently using The Merino Group for crisis management support to ensure continuity.

**CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO BLUE ICON COMMUNICATIONS TO PROVIDE PUBLIC INFORMATION OFFICER, PUBLIC AFFAIRS SUPPORT, AND OUTREACH STRATEGIC PLANNING SERVICES**

January 13, 2026

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Staff will present a separate report to City Council recommending a Professional Services Agreement with The Merino Group for crisis management services.

This approach allows the City to secure technology driven, well-qualified, and immediate PIO support while maintaining qualification standards, continuity, and effective risk management for crisis communications and emergency response services.

**FISCAL IMPACT/FINANCING**

There is no additional fiscal impact associated with this action. Funding for Public Information Officer services was approved in the FY 2025–26 adopted budget. The final agreement amount will be within available appropriations.

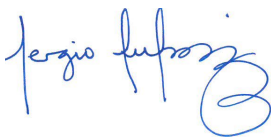
**CONCLUSION**

Approval of the recommended action will enable the City to formalize professional public information support, enhancing transparency, coordination, and resident access to timely information. Upon Council approval, staff will finalize and execute the Professional Services Agreement for PIO services with Blue Icon Communications and return to Council with a separate recommendation for crisis communications and management services.

Respectfully submitted,



**RICARDO REYES**  
City Manager



**SERGIO INFANZON**  
Director of Communications and Community Relations

**CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO BLUE ICON COMMUNICATIONS TO PROVIDE PUBLIC INFORMATION OFFICER, PUBLIC AFFAIRS SUPPORT, AND OUTREACH STRATEGIC PLANNING SERVICES**

January 13, 2026

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**ATTACHMENT(S)**

**A. Request for Qualifications Proposals Submitted**

1. Actum, LLC
2. Blue Icon Communications
3. The Merino Group
4. Collcomm Public Relations

**B. Draft of Professional Services Agreement for Blue Icon Communications**

# Request for Qualifications - Huntington Park

November 2025

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PREPARED BY:  
ACTUM, LLC

**November 17, 2025**

City of Huntington Park  
Office of the City Clerk  
6550 Miles Avenue  
Huntington Park, CA 90255

Re: Request for Qualifications – Public Information Officer and Crisis Management Services

Dear Selection Committee,

On behalf of Actum LLC, I am honored to submit our qualifications to serve as the City of Huntington Park's partner for Public Information Officer and Crisis Management Services. Actum's mission—to move people, policy, and progress—aligns closely with Huntington Park's commitment to transparent governance, meaningful community engagement, and responsive public service.

We view this opportunity not merely as a contract, but as a partnership to strengthen the City's voice, build public trust, and ensure that residents are informed, engaged, and empowered. With deep roots in California and decades of experience in public affairs, media relations, crisis communications, and community engagement, our firm is uniquely positioned to enhance Huntington Park's reach and strengthen its connection with residents, stakeholders, and media.

Our team brings extensive experience developing bilingual, culturally grounded communications strategies for public agencies and community organizations such as Los Angeles County Department of Health Services and numerous cities across California. Through strategic storytelling, savvy public relations with public information in mind, and an understanding of crisis management, we will ensure the City's communications are clear, consistent, and impactful.

Actum understands the unique dynamics of serving diverse communities. Many members of our team come from the communities that Huntington Park represents, giving us cultural fluency and insight.

Thank you for the opportunity to present this proposal. We look forward to the possibility of collaborating with the City of Huntington Park. Our submission is valid for ninety(90) days and I am signing below to bind the firm.

With respect and appreciation,



**Fabian Núñez**

Co-Founder and Managing Partner, Actum LLC

## PERSONNEL

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### **Becky Warren | Partner**

With more than 25 years of experience, Becky Warren is a seasoned communications strategist who has advised Fortune 100 companies and provided counsel to some of the most disruptive and closely watched organizations in the world.

She was the co-founder of Elevate Public Affairs, one of California's leading public affairs firms, where she led the strategic communications practice - including media relations, crisis and litigation communications, and high-stakes public affairs campaigns.

Earlier in her career, Becky was a partner at a Los Angeles-based public affairs firm and served as managing director of the Sacramento office for a global public affairs consultancy. She also served as Deputy Communications Director in the Schwarzenegger Administration, where she managed the Governor's public appearances and led statewide media strategy.

Becky has held senior communications and policy roles in both the California State Assembly and State Senate, and for the California Restaurant Association, representing one of the state's largest industries.

She currently serves on the boards of Leadership California and the Los Angeles Conservation Corps and is the former Chair of the Santa Monica Chamber of Commerce. Becky earned her bachelor's degree in Political Science from the University of California, Santa Barbara, and is an alumna of the prestigious Jesse Marvin Unruh Assembly Fellowship Program.





### **Claire Totten | Senior Managing Director**

Claire Totten brings more than fifteen years of experience advising government agencies, major public institutions, and public and private companies on complex communications, crisis management, and public-affairs strategy. She specializes in shaping high-stakes narratives for local and statewide government, directing rapid-response operations, and managing sensitive media environments that demand precision, discretion, and strategic clarity.

Claire has extensive experience serving as a de facto Public Information Officer for public agencies of every size—from major statewide departments and the nation's largest county and city systems to smaller municipalities, school districts. She has led crisis communications for large-scale health and human services systems, coordinating closely with emergency management and multi-agency joint information structures during fast-moving public-safety events, operational disruptions, and the early and most volatile phases of COVID-19. Claire has also guided smaller cities and public institutions through sensitive incidents, reputational threats, and community-level crises.

She previously directed communications and strategic initiatives for New York City Mayor Bill de Blasio's signature administration-wide initiative, overseeing government affairs, rapid response, and multi-agency coordination. Earlier in her career, Claire worked in fixed-income sales and trading at Morgan Stanley.

A graduate of Harvard University, Claire will serve as the City's primary point of contact during the contracted period.



### **Janet Fernandez | Senior Vice President**

Janet is a seasoned public affairs professional with a strong track record of shaping strategy, building coalitions, and driving impactful communications across the private and public sectors. She is widely regarded as a trusted advisor on complex policy issues at the federal, state, and local levels.

Prior to Actum, Janet was a Vice President at Elevate, a leading California public affairs firm, where she oversaw major advocacy efforts, managed crisis communications, and led statewide campaigns for Fortune 500 companies, industry coalitions, and local governments. Her work consistently moved public opinion, influenced legislation, and strengthened community engagement.

Earlier in her career, Janet ran political and ballot measure campaigns at Grassroots Lab. Fluent in Spanish and deeply culturally fluent, she is highly effective at helping clients connect with diverse audiences and advance inclusive, community-centered strategies.

A proud Banana Slug, Janet earned her Bachelor of Arts in Politics from UC Santa Cruz.



### **Sydney Kovach | Director**

Sydney Kovach is a Director at Actum, where she specializes in earned media strategy, message development, and public affairs campaigns across California. With a focus on media engagement, strategic storytelling, and community visibility, she leads day-to-day communications for a diverse portfolio of clients, securing media coverage, producing press materials, and executing events of all sizes. She has advised executive leadership on messaging, built long-standing relationships with journalists, and played a key role in client relations.

Sydney began her career as an editor and reporter at UCLA's Daily Bruin, covering campus politics and student activism, and later worked in consulting roles focused on public funding, grants, and strategic communications. She holds a B.A. in Global Studies with minors in Public Affairs and Geography from the University of California, Los Angeles.



### **Kimberly Abarca | Senior Associate**

Kimberly is a messaging strategist, with expertise in narrative development, public engagement, and mission-driven campaigns that center community voices. Kimberly bridges the gap between messaging development and community connection, to ensure narrative development that connects and resonates with the communities we serve. As a native Angeleno, born and raised in South Gate, Kimberly brings a unique lens, blending strategy with cultural fluency to help launch initiatives that resonate with diverse Angelenos, neighborhood by neighborhood.

Prior to this role, Kimberly worked at Mercury LLC Public Affairs, where she gained a diverse insight into communications, public relations, and coalition building. Kimberly is a graduate of Yale University, where she majored in Political Science with an emphasis on international relations.



## EXPERIENCE

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Actum LLC is a full-service communications and public affairs consultancy with offices in Los Angeles, Sacramento, New York and Washington, D.C. We specialize in connecting policy to people through communications that build trust, shape perception, and mobilize communities. Actum's mission—to move people, policy, and progress—is deeply aligned with Huntington Park's commitment to transparent governance, community engagement, and responsive public service.

Founded in 2021, Actum is driven by a diverse team of 120+ professionals who bring expertise across bilingual communications, government relations, crisis management, media relations, and community engagement. Our leadership includes former California Assembly Speaker Fabian Núñez, former U.S. Senators Laphonza Butler and Barbara Boxer, and—and, in combination with our acquisition of Elevate Public Affairs—a team with decades of direct experience serving cities and counties across California, including the City of Industry, El Monte, Compton, and Bell.

Actum brings deep experience across municipal communications, having led strategic initiatives that build sustainable communications infrastructure and drive measurable community engagement. Our team's work has spanned large-scale public information campaigns supporting Census outreach and COVID-19, from emergency response to vaccination drives, to daily municipal communications managing media relations and resident engagement. Through strategic storytelling, integrated media, and experience in crisis and high-stakes situations, we ensure communications are clear, consistent, and impactful.

Actum is uniquely equipped to support municipalities through the full spectrum of communication situations that can arise in local government. Whether responding to internal investigations, managing public sentiment during periods of heightened scrutiny, addressing misinformation, or guiding communications through controversial policy decisions, our team has the experience and protocols to help you weather every storm. We have supported clients through personnel matters requiring sensitive internal and external messaging, reputational challenges stemming from negative media coverage, community unrest following critical incidents, and rapid-response scenarios demanding immediate stakeholder coordination. Our crisis management approach combines real-time media monitoring, strategic message development, spokesperson preparation, and proactive community engagement to protect institutional credibility while maintaining public trust.

Many members of our team come from and have long served the Latino community, giving us not only cultural fluency but also authentic relationships and credibility with the audiences Huntington Park serves every day. We have worked in virtually every county across California—urban and rural alike—partnering with government agencies, school districts, and community-based organizations to deliver messages that resonate and mobilize action.

This combination of statewide reach and deep community roots uniquely positions Actum to advance Huntington Park's mission and strengthen its visibility and impact.

We believe communications are most effective when they are human, inclusive, and rooted in culture. Our approach builds bridges between institutions and communities, ensuring that outreach reflects lived experience and produces real-world results.

Our approach is built around four core capabilities that directly align with the City of Huntington Park's needs:

- Centralized communications leadership that unifies messaging across departments,
- Crisis communications readiness with 24/7 support and real-time advisory,
- Bilingual community engagement tailored to local audiences and media, Proactive storytelling that elevates City achievements and public-facing priorities.

## REFERENCES

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- **Coral Itzcalli, Director, Communication**
  - Los Angeles County Department of Health Services (DHS)
  - [citzcalli@dhs.lacounty.gov](mailto:citzcalli@dhs.lacounty.gov)
  - (213) 288-8076
- **Sam Pedroza, Assistant City Manager and Public Affairs Manager**
  - City of Industry
  - [spedroza@cityofindustry.org](mailto:spedroza@cityofindustry.org)
  - (626) 333-2211 ext. 120

## SUB-CONSULTANTS FOR VIDEOGRAPHY

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Below are two videographers that we have worked with and highly recommend. We are providing two options given the cost variation common for videographers. For our work on behalf of your city, we recommend the first option.

### **Tim Sullens Video & Photography**

*Tim Sullens, Founder*

About: Tim Sullens is based in CA and works with a wide range of clients across the corporate, healthcare, and political worlds to create photo and video content that tells real, impactful stories. Over the years, he's partnered with hospitals, major

brands, nonprofits, and political campaigns—capturing everything from executive headshots to on-the-ground advocacy work.

*Actum has partnered with Tim for numerous projects, leveraging his expertise to support both small and large municipal and community events, as well as rapid-response content needs. Below is the budget for social video and photography.*

*Budget:*

- *Social video package (0:60 seconds) + photography: **\$1,800***
- *Photography only: **\$200/hour** (2-hour minimum); travel costs, including mileage will be added*

## **Long Haul Films**

*Melissa Del Gratta / Tom Dowler, Founders*

About: Award-winning production company working with mission-driven brands, inspired creators, and agencies to create video content for the web, social media, and events.

Long Haul Films was founded by Director Melissa Del Gratta and Cinematographer Tom Dowler to make uplifting and authentic videos, about diverse and interesting people, that inspire audiences to think differently about the world.

*Actum has worked with Long Haul Films to produce long-form, documentary-style videos for a variety of client initiatives, including civic storytelling and community-focused content. Below is the starting budget for one-day filming, as Long Haul Firms will require additional project-specific information to provide a more accurate budget based on the City's specific needs and scope.*

*Budget:*

- *One-day Shoot with deliverables of a 10-minute doc style edit plus a cutdown/short trailer: **\$18,000***

All sub-consultant fees are pass-through charges billed directly at cost with no commission retained by Actum. The City will be voiced only for the actual rates charged by the selected sub-consultants.

Should the City wish to continue the conversation regarding our services, we welcome the opportunity to discuss and align on any out-of-pocket expenses, subscriptions, and additional service fees as part of our broader budget discussions to ensure full transparency and mutual agreement on all cost components.

## **ACCEPTANCE OF CONDITIONS**

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Actum accepts all conditions listed in the RFQ document.

## **CONFLICT OF INTEREST**

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Actum affirms that no elected/appointed official, officer, or employee of the City has been or will be compensated in connection with this proposal.

## **CONFIDENTIAL INFORMATION**

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Actum acknowledges and agrees that the City reserves the right to make copies of any proposal available to the public, including proposals that may contain information Actum considers proprietary, which Actum has clearly identified. Such disclosure shall occur unless the City's legal counsel determines that specific information identified as proprietary may be withheld pursuant to the California Public Records Act (Government Code §6250 et seq.) or other applicable state or federal laws.

If the City intends to disclose records containing information specifically identified by Actum as proprietary or confidential, the City shall provide written notice of its intent to release such information. Actum acknowledges that it will have five (5) business days from the date of the City's notice to submit a written objection to the disclosure.

## **DISCRIMINATION**

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Actum and all subcontractors will not discriminate nor allow discrimination against any person on the grounds of race, national origin, sex, handicap, sexual orientation, or veteran status in their employment practices, in any contractual arrangements, in all services and accommodations they offer the public or in their business operations.

## **GRATUITY PROHIBITION**

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Actum shall not offer any gratuities, favors or anything of monetary value to any official, employee or agent of the City for the purpose of influencing the consideration of this proposal.

## SCOPE OF SERVICES

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### ***Sustainable Communications Framework***

*(Build a sustainable communications organizational framework. Centralize communications coordination and suggest relevant media protocols. Provide ongoing communications and media training for City staff and councilmembers. Prepare briefing materials, key messaging development, and real time advisory services to ensure preparedness for press interactions.)*

Actum brings extensive experience establishing sustainable communications frameworks that coordinates messaging across all departments, implements tiered media protocols for crisis situations, and provides ongoing media training for appropriate staff. Actum brings proven experience building these frameworks for public agencies, including the Los Angeles County Department of Health Services, where we developed comprehensive communications infrastructure, centralized coordination systems, and real time advisory for crisis situations across 4 hospitals and 26 clinics serving multiple departments and vulnerable populations. Our comprehensive media training programs have prepared elected officials, key stakeholders, and staff at numerous agencies for high-stakes press interactions and crisis communications. Our briefing materials and strategic messaging have supported communications initiatives including the LA General Medical Center rebrand that reached 13 million impressions and the AltaMed COVID-19 vaccination campaign that resulted in 100,000+ vaccination appointments. We have provided real-time advisory services during crisis situations and key moments. Actum will build a communications framework for Huntington Park that endures—creating protocols, templates, training modules, and coordination systems that strengthen the City's capacity long after our engagement concludes.

### ***Media Monitoring and Crisis Communications***

*(Provide comprehensive media monitoring and effective and strategic crisis communication services to ensure accurate public messaging and proactive engagement with the media.)*

Actum provides comprehensive media monitoring and strategic crisis communications that help municipalities deliver accurate, timely, and effective public messaging. Our team tracks media coverage in real time using tools such as Critical Mention, Meltwater, and social listening platforms to identify emerging issues before they escalate. As the current Public Information Officer for the City of Industry—and previously for El Monte and Compton—Actum brings direct municipal experience managing communications during high-profile and sensitive moments. Our crisis communications capabilities include real-time crisis response with rapid statement

drafting, issue containment, and coordination with city leadership and legal teams; daily media monitoring and sentiment tracking to identify risks and opportunities; proactive narrative development that positions the City's priorities in a clear, community-centered voice; and 24/7 media inquiry management ensuring accuracy, consistency, and timely responses during fast-moving situations. We understand how to translate complex governmental operations into accessible, resident-focused communications across traditional media, ethnic media, social platforms, websites, newsletters, and community events.

## ***Stakeholder Management and Public Engagement***

*(Manage stakeholder databases, conduct targeted research, and collaborate closely with City's crisis management team to ensure alignment in messaging. Develop public engagement initiatives to foster transparency and public trust.)*

Actum provides comprehensive stakeholder management and public engagement support that strengthens transparency and builds trust. Our team collaborates closely with city leadership to develop and maintain detailed stakeholder databases, identifying key community members, business leaders, and organizations to ensure the City reaches residents through trusted partners and local voices. During crises, we work closely with designated City leadership—typically the City Manager and City Attorney—to ensure real-time alignment in messaging during high-visibility or rapidly evolving situations. With decades of combined experience, Actum designs and executes public engagement initiatives including community meetings, surveys, and digital campaigns that promote transparency, foster two-way communication, and build stronger relationships between municipalities and their residents. For example, Actum led a multilingual public outreach campaign for the City of El Monte during its transition from at-large to by-district elections. Our team partnered with trusted community stakeholders—including the El Monte City School District, DEMBA, the El Monte Police Department, local businesses, and nonprofit organizations—to ensure residents were informed and engaged. We attended community and City-sponsored events, provided bilingual (English and Spanish) team members at every activation, and launched a creative “Donuts and Districting” engagement series to encourage residents to learn about the process and submit district maps. This campaign broadened participation, empowered residents to shape their district boundaries, and built long-term trust in the City's commitment to transparent governance.

## ***Brand Consistency and Cross-Department Coordination***

*(Ensure content development and all city's communication align with the City's vision and public policies. Work with other departments, to ensure City's brand consistency and support City's goals.)*

Actum specializes in building and protecting unified public-sector brands for

municipalities, ensuring that every department, service area, and public-facing touchpoint communicates a consistent, mission-aligned message. Our team has extensive experience developing brand standards, coordinating cross-department content, and creating governance structures that keep communications aligned with an agency's vision, policies, and community priorities. We regularly work with large, complex public institutions as well as smaller cities, districts, and standalone departments to align messaging, coordinate internal communications, and equip staff to serve as knowledgeable brand ambassadors.

Actum ensures brand consistency by helping departments communicate from a unified framework while tailoring messages appropriately for different audiences—residents, businesses, community partners, elected officials, internal staff, and media. Our approach strengthens alignment without adding unnecessary bureaucracy or process. We integrate into existing workflows, providing clear guidance, adaptable templates, and practical messaging tools that make communication easier, not harder. We support teams in understanding not just the City's core narrative, but how to adjust tone, emphasis, and level of detail depending on who they are speaking to and in what context. This ensures every department can operate confidently and efficiently—producing communications that reinforce City priorities, meet people where they are, and maintain a consistent, trusted voice across all channels.

### ***Bilingual Communications and Strategic Outreach***

*(Disseminate information in English and Spanish when appropriate. Review current public relations plans and evaluate their efficiencies. Expand the City's reach to the public and media. Serve as spokesperson when necessary. Develop proactive methods of communicating. Support and plan for targeted communication projects.)*

Actum excels in developing and executing bilingual communications strategies that meet diverse community needs and reach audiences who often rely on non-English sources for critical information. Our team includes bilingual communications professionals, media strategists, and experienced spokespeople who work seamlessly across English and Spanish-language outlets. We routinely evaluate existing outreach plans, identify gaps and inefficiencies, and build proactive, culturally responsive strategies that expand an agency's reach—particularly in communities where trust in government varies, where information access is uneven, or where communications must be tailored for residents who primarily engage through ethnic media, community groups, hyper-local platforms, or in-language digital channels.

Our experience spans city governments, county agencies, statewide departments, school districts, and large public institutions. As part of major public-sector initiatives—including countywide health systems and statewide public-information campaigns—we have developed bilingual messaging frameworks, supported targeted communication projects, and coordinated with both traditional and ethnic media to



ensure accuracy, cultural sensitivity, and broad visibility. This includes serving as spokespersons, managing live rapid-response, and leading outreach that prioritizes clarity and community relevance.

Actum supports and plans targeted communication projects by building structured, time-bound rollout plans that align seamlessly with the City's overall brand and messaging architecture. Every project begins with a clear definition of goals, audiences, sensitivities, and success measures, which allows us to customize the approach without drifting from the City's broader narrative or values. We develop concise message frameworks, tailored talking points, and sequencing maps that ensure each communication—whether a program launch, policy announcement, public-safety update, infrastructure project, or community initiative—is coherent, consistent, and timed for maximum impact. We also identify opportunities to connect targeted projects to larger City priorities, ensuring that even discrete communications reinforce the broader strategic message, build trust, and create cohesion across all channels and audiences.

#### **Two recent efforts illustrate our approach:**

- **Local Public Institutions:** For one of the nation's largest health systems, we assessed existing communications approaches, conducted bilingual stakeholder engagement, and developed a refreshed communications strategy that improved clarity, efficiency, and reach—particularly among Spanish-dominant patient populations and surrounding neighborhoods.
- **Statewide Outreach Campaigns:** During California's statewide Census communications effort, we helped coordinate multilingual outreach across regional campaigns, partner networks, and ethnic media outlets such as Univision, Telemundo, and Estrella Media. Our work included evaluating existing efforts, improving message effectiveness, and supporting targeted projects designed to reach hard-to-engage communities.

Across all projects, Actum brings a bilingual communications capability grounded in cultural competency, data-driven evaluation, and close coordination with local partners—ensuring residents receive timely, accessible information in the language and format most effective for them.

#### ***News Conferences and Media Relations***

*(Arrange news conferences, media and other public appearances for public officials, prepare or edit the material to be presented. Bolster traditional channels of communication. Use new media technologies. Continue and grow social media presence.)*

Actum brings extensive experience coordinating news conferences, media



appearances, and earned media strategies for municipalities across California. We understand the competitive dynamics of the Los Angeles media market and maintain strong relationships with journalists throughout LA and Orange County, including deep engagement with Spanish-language media and ethnic outlets. Our team excels at *planning and executing news conferences* from concept to completion; *drafting materials and securing proactive media coverage* tied to City Council actions and major initiatives; *managing all incoming media inquiries* with timely, accurate responses; *developing key presentations* including State of the City addresses and other high-visibility remarks; and *producing strategic social media content* with platform-specific approaches to grow engagement and reach. For the City of Industry, we significantly increased engagement and following across all platforms, building Instagram to 5,683 followers—an exceptionally strong benchmark for a small, business-centric municipality. Sample news conferences we've executed include FOX LA's coverage of city leaders joining cardroom workers to protect local jobs; NBC4's groundbreaking for the Gateway Cities Fiber Optic Network; CBS LA's coverage of Compton community and state leaders celebrating the Artesia Bridge reopening; and the LA Times' coverage of hundreds gathering to honor slain El Monte officers.

- **FOX LA:** [City Leaders Join Cardroom Workers to Protect Local Jobs](#)
- **NBC4:** [Groundbreaking for Gateway Cities Fiber Optic Network](#)
- **CBSLA:** [Compton community and state leaders celebrate the reopening of the Artesia Bridge](#)
- **KNX News:** [Compton's Artesia Bridge set to reopen after 2020 fire damage shut it down](#)
- **LATimes:** ['The best of us': Hundreds gather to honor slain El Monte officers](#)

## ***Media Monitoring and Sentiment Tracking***

*(Conduct monitoring of social and traditional media to track public sentiment, identify emerging issues, address misinformation and potential reputational risks. Build strong relationships with the media and provide background briefings, and exclusive access when appropriate to encourage fair and accurate reporting.)*

Actum monitors traditional and social media for a wide range of municipal clients using tools such as Critical Mention, Meltwater, and Cision to proactively track public sentiment, identify emerging issues, and address misinformation before it escalates. We collaborate with reporters on complex and sensitive issues, consistently earning positive coverage for our clients' initiatives. Our team has briefed reporters on background about complex stories and facilitated fair, accurate reporting when appropriate—building trust with media that translates into better coverage for the cities we serve. We understand how to balance transparency with strategic communication, providing journalists with the context they need while protecting the City's interests and maintaining credibility with residents.

## ***Proactive Communication Strategies***

*(Develop proactive methods of communicating. Support and plan for targeted communication projects. Develop strategic content to enhance public outreach and maintain digital platforms with timely updates and consistent messaging across all communication channels.)*

Actum develops proactive, forward-looking communications strategies that help cities stay ahead of emerging issues, shape narratives, and keep residents informed before questions arise. Our team builds tailored messaging frameworks, maintains detailed content calendars, and produces high-quality creative assets to ensure every touchpoint reflects the City's priorities. We support cities in managing and enhancing digital infrastructure—ensuring websites, newsletters, and social platforms are updated regularly with timely, accurate information residents can easily access. Our work includes designing graphics, producing video content, and crafting clear, accessible messaging for diverse audiences, including multilingual materials when needed. In addition to managing day-to-day communications, Actum develops and executes targeted campaigns around major initiatives such as infrastructure projects, public safety updates, economic development milestones, and community programs to build awareness and drive resident engagement. Our approach combines strategic planning with flexible execution, allowing us to respond quickly to opportunities while maintaining consistency in the City's voice and brand.

## ***Media Kit and Communication Materials***

*(Update and maintain project media kit. Prepare or edit printed or electronic communication material for distribution to the public in coordination with the City's Communications Department. Develop a community information program and other citywide educational efforts in conjunction with the City's Communications Department and as defined by the City Manager.)*

Actum will update and maintain comprehensive project media kits for Huntington Park, ensuring all materials—including fact sheets, FAQs, backgrounders, project timelines, and visual assets—remain accurate, accessible, and aligned with City messaging. We routinely prepare and edit communication materials for public distribution, coordinating closely with city teams to ensure accuracy, clarity, and consistency. In Compton, we managed all crisis-related public information materials during the Artesia Bridge reopening and produced citywide outreach pieces supporting the announcement. In El Monte, during the 2022 Police Department crises including line-of-duty deaths of two officers and the passing of the Police Chief, we crafted timely public statements, resident updates, and informational materials that received statewide and national attention. Actum has a strong track record developing community information programs and citywide educational campaigns.

Working alongside the City Manager and Communications Department, we will deliver clear, timely, and effective public education materials that help residents understand key initiatives, strengthen transparency, and support meaningful community engagement.

## ***Videography and Multimedia Production***

*(Provide videography services to capture moving images using electronic media, involving both pre-production and post-production work to create engaging videos for various purposes such as social media communication, public service announcements, public policy engagement campaigns, policy explainers, instructional videos, and promotional videos.)*

Actum regularly delivers full-service videography support, overseeing all stages of production—from concept development and pre-production planning to filming, editing, and final post-production. Our team has produced a wide range of formats, from short-form social content (0:30–0:90 seconds) to longer documentary-style videos (3–10+ minutes). We have extensive experience producing videos for municipal and statewide clients. For the City of Industry, Actum develops videos featured in the annual State of the City address and produces recap videos for major community events, business showcases, and citywide programs. Our team also creates policy-focused videos for a variety of clients, translating complex issues into compelling, accessible visuals that help educate the public and drive engagement. Our work includes producing narrative-driven explainer videos for Nourish California as part of the Thriving Transitions campaign, highlighting the experiences of individuals impacted by the justice system. As part of our work on SB 1254, we developed a video emphasizing the importance of supporting incarcerated individuals as they reenter society, with dignity and access to essentials such as food assistance. This video, produced in partnership with our subcontractor, was recognized with a Silver Telly Award, underscoring our commitment to high-quality, impactful storytelling. We partner closely with trusted subcontractors throughout the process to ensure exceptional visuals, sound, and editing tailored to each project's purpose. Producing videos that translate complex policy issues, city initiatives, and community stories into powerful, engaging content is a core component of Actum's communications expertise.

## BUDGET

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Our proposed budget of \$12,750 per month for Communication/PIO Services includes the development, management, execution, and coordination of all items specified in this RFQ in full coordination with the City Council and City personnel.

We welcome the opportunity to discuss our pricing structure and scope of services to ensure alignment with the City's budgetary priorities, and can adjust further.

*Below is a breakdown of our proposed budget and sub-contract costs for videography:*

Services	Monthly Retainer
<b>Consulting - Communications/PIO Services</b> <i>Comprehensive list of services listed in the RFQ</i>	<b>\$12,750 per month</b>
<b>Tim Sullens Video &amp; Photography</b> <i>Options include Social video package+photography OR photography only (2-hour minimum). Travel costs, including mileage will be added.</i>	<b>\$200-\$1,800 To be determined based on selected package</b>
<b>Long Haul Films</b> <i>One-day Shoot with deliverables of a 10-minutes doc style edit plus a cutdown/short trailer</i>	<b>\$18,000 per film shoot</b>

## Work Examples

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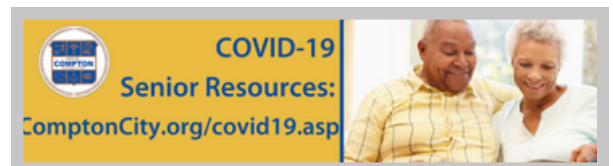
*The following section provides a reference of Actum's work across client engagements. These samples demonstrate our capabilities in strategic communications, content development, and community engagement initiatives.*

### **City of Compton**

After having worked on many projects in the City of Compton, in 2019 the City hired us to assist them with their communications. Our work for the City includes:

- Daily monitoring and managing of all social media platforms
- Media management as media point-of-contact and PIO duties for the City
- Creation of all press releases, fact sheets, media statements, social media content and graphics, and all other media materials
- Management of digital freeway billboards
- Pitching all City media events to media for potential coverage
- Pitching and placing opinion editorials
- Hosting press conferences
- Working with third parties to highlight newly offered services and resources to residents

During our time with the city, we have helped them handle several major crisis communications efforts, including assisting with all COVID-19 communications and communications related to the protests and activism that took place during the summer of 2020.



Since we came onboard, we have helped communicate messages about community programming and city services. COVID-19 reinforced the importance of public services announcements that needed to be relayed to residents in a timely manner. One of the challenges was communicating with harder to reach audiences, such as household with no access to internet. We deployed a multi-pronged approach which included working through hyper-local community “block clubs” to share information that they could then pass on to their hard-to-reach residents or quarantined seniors. We also helped the development of a newsletter focused on COVID-19 and other materials that were mailed directly to households and used strategic earned media to further highlight the resources in the community.

Since working with the city, we have secured hundreds of positive earned media stories for the City in all local media outlets.

**Compton Approves Another \$5.8 Million For Road Repairs, Public Works Projects**

Category: News, HOV/74, Top Story



**LIVE**

**City Council Approves Major Makeover**  
COMPTON

Compton's streets are famously riddled with potholes, and city officials have ambitious plans to get them fixed. Kara Fierstman reports.

**NEXT VIDEO**  
 Firefighters Battle Greater Alarms  
 Fire At Plaza Robertson  
 Commercial Structure

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 covering Compton and Beyond

OCTOBER 31, 2024 / BULLETIN NEWS SERVICE / COMMUNITY

**COMPTON OFFICIALS  
CELEBRATE RE-  
OPENING OF THE  
ARTESIA BRIDGE**





## City of Industry

As communication consultant for the City of Industry since 2017, our team has worked to highlight positive events and activities to a wide-ranging audience including constituents, the business community, outside governmental agencies, other municipalities and the media. We worked alongside city staff to launch a new website along with social media platforms to make their online presence user friendly and make information more accessible to the public.

During our time working with the City of Industry, we have been involved in the press conferences, planning and execution of the city's community events, preparation for State of the City presentations, and annual holiday events. Some of our highlights with the city include:

### Branding + Collateral

Since coming onboard with the city, our team has designed and created content for all city collateral materials from press release templates to fact sheets.

### Social Media

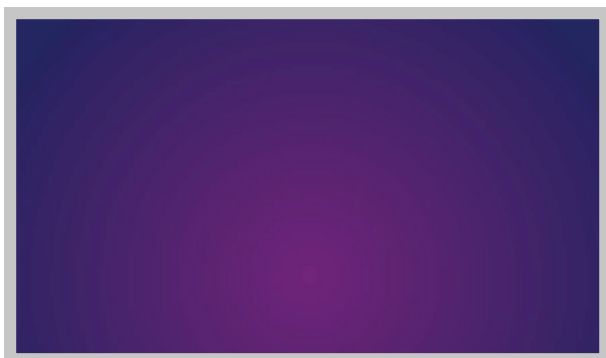
Our team created the social media channels for the City of Industry and today manage them. This includes posting and daily management of messages and inquiries that come through the platforms.

### Videos

We have created a number of videos for the city from short event recaps, to fully produced videos that highlight various programs, businesses, and community organizations.



## 2025 State of the City



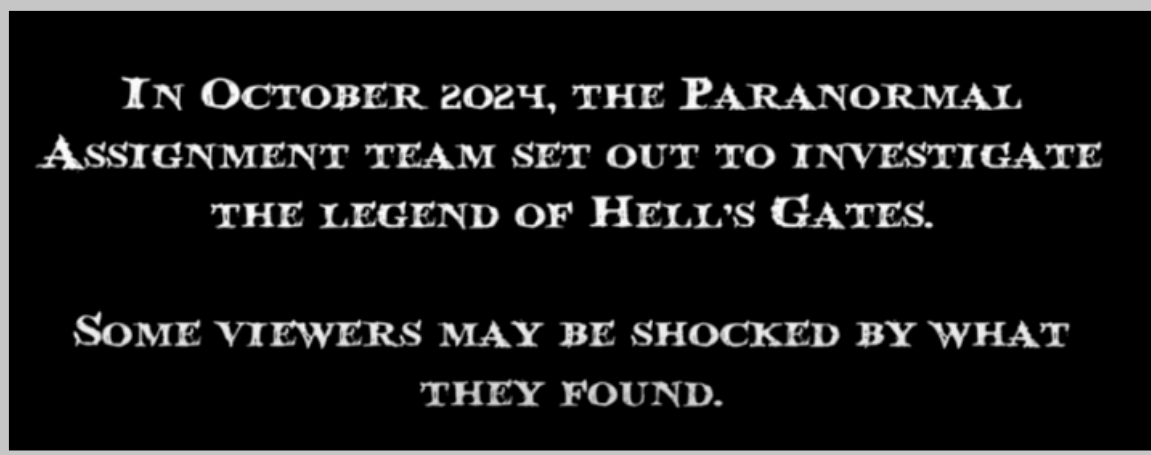
## State of the City - LA Region Food Bank



### **State of the City - First Public Hydrogen Authority**



### **Promotional Events: Industry Youth Activities League Halloween Terror Trail**



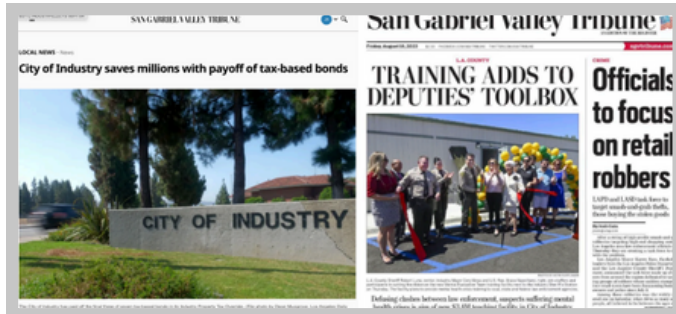
#### **Communication and Event Organization**

The Actum team has helped create positive press opportunities by developing and executing events for the city from community gatherings to press conferences and ribbon cuttings. Our media management work includes:

- Attending City events, taking photos for social media and the website, managing social media platforms and drafting and pitching media advisories and press releases.
- Supporting press conferences and press events.
- Supporting the State of the City presentation and events.
- Managing media at the annual Independence Day celebration with the City of La Puente.
- Coordinating the Groundbreaking and Ribbon Cutting events.



- Helping to manage and execute the Industry Taste of the Town food festival and managing the annual event.
- Managing and executing the City's annual holiday tree lighting.



## ***LA COUNTY COVID COMMUNICATIONS***

**March 2020 - November 2020**

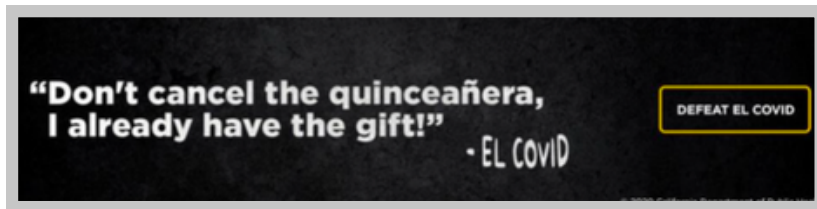
Amid the pandemic, Los Angeles County had a need for messaging and communications efforts to ensure that hard-to-reach communities and multilingual communities were properly educated about the related information pertaining to COVID-19. We also serve as a strike team to support where the county needed as the situation was evolving in real time.

The professionals on our team worked with the Los Angeles County CEO Office where we provided support and aid to the crisis communications pertaining to the global pandemic. Our team members worked closely with the County to ensure the ever-changing story of the pandemic was accurately shared with the media and the response was well thought out. These services included the following tactics:

- Strategic Communications
- Public Outreach (Including supporting the CEO'S office with the board) Media Relations
- Creative Development
- External Affairs
- Translations
- Ethnic Earned Media Services
- Paid Media
- Social Media Campaigns
- Rapid Response
- Crisis Management

Our team member lead, Claire Totten, also directly worked with Dr. Ghaly to manage DHS' crisis communications as it pertained to the pandemic.

This included strategic counsel, messaging, rapid response, as well as talking points for all public briefings. Claire guided the earned media strategy—designing an effective effort that sought to really engage communities most impacted by the pandemic with clear facts as the pandemic evolved. And for the county overall, our team members brought over 3 million + impressions within a 30-day social media campaign in multiple languages. Additionally, our professionals created a digital ethnic communications kit across the twelve languages for LA County.



## ***LA General County Department of Health Services - Los Angeles General Medical Center Rebrand***

In 2022, Actum partnered with the Los Angeles County Department of Health Services to lead the rebranding of LAC+USC Medical Center, one of the region's most recognized public hospitals. Long known informally as "the General Hospital," the institution sought to evolve its identity to better reflect its full range of services and deep connection to the communities it serves—beyond its legacy as a trauma center.

At the heart of this rebrand was an intentional and multilingual engagement process that prioritized the communities that the hospital serves. Understanding the historic disconnect many felt—particularly Spanish-speaking residents—the team collaborated with BSP Research to facilitate bilingual focus groups that included patients, staff, and local residents. These conversations made clear that any future identity needed to feel familiar, accessible, and rooted in place. It was through this input that the name Los Angeles General Medical Center emerged—an evolution that acknowledged the hospital's history while projecting a renewed commitment to inclusive, culturally appropriate, whole-person care.

Brand development efforts grew directly from this foundation. Actum led a robust creative process, developing a new logo, visual identity, and brand messaging that reflected the hospital's renewed mission. A comprehensive branding guide ensured the new look and feel could be applied consistently across touchpoints, from official correspondence to wayfinding signage and digital platforms.

To introduce the new identity to the public, Actum orchestrated a bilingual media rollout and a high-profile launch event attended by LA Mayor Karen Bass and County Supervisor Hilda Solis. The campaign achieved widespread media coverage across television, radio, and print, successfully reintroducing the hospital under its new name to the broader public.

A targeted paid media campaign amplified this effort across English- and Spanish-language outlets, with placements in trusted community environments—from radio stations to local laundromats and neighborhood stores. On a lean budget of just \$88,000, the campaign delivered over 13 million impressions, demonstrating the power of culturally relevant outreach and community-first branding.





**Becky Warren**  
PARTNER

## EXPERIENCE

Partner, Actum LLC.

2025 - Present

- Leads strategic communications and media relations across a diverse range of clients and teams
- Manager clients, employees and business

Principal, Elevate Public Affairs

2017 - 2025

- Co-owner managing clients, employees and business
- Managing the strategic communications and media relations practice of the business

Partner, Dolphin Group Inc.

2015 - 2017

- Managed the strategic communications and media relations practice of the business
- Managing crisis communications

Managing Director, Mercury Public Affairs

2011 - 2015

- Managed the strategic communications and media relations practice of the business
- Directed the public affairs team members
- Managing crisis communications

Senior Vice President, Mercury Public Affairs

2008 - 2011

- Managed media relations and crisis communications for clients
- Managed public affairs campaigns for clients

Deputy Communications Director, Governor Arnold Schwarzenegger

2007 - 2008

- Oversaw all media and public events for the Governor
- Developed all aspects of each event and managed the team to execute the events

Communications/Legislative Director, California State Senate

2005 - 2007

- Managed the legislative package and ushered legislation into law for the Senator
- Managed all communications including inquiries, press events, and opinion editorials

## EDUCATION

Bachelor of Arts in Political Science and Communications Studies, University of California, Santa Barbara



# Claire Totten

SENIOR  
MANAGING  
DIRECTOR

## EXPERIENCE

Senior Managing Director, Actum LLC.

2024 - Present

- Lead major accounts managing \$1M-\$5M campaigns, overseeing teams of 2-10 members and collaborating with 2-4 client partners on strategic communications, crisis management, and media efforts.
- Function as acting Public Information Officer and Communications Director for local and state government clients, providing comprehensive crisis communication, media training, stakeholder engagement and strategic counsel

Managing Director, Actum LLC.

2021 - 2024

- Develop and implement crisis communications protocols, real-time advisory services, messaging frameworks, and media protocols for government agencies navigating sensitive public matters
- Serve as chief strategist and spokesperson, developing messaging, managing media relations, and liaising with government officials, stakeholders, and community leaders to influence and engage target audiences.

Senior Vice President, Mercury Public Affairs

2017 - 2021

- Provided strategic messaging development and execution for executives and government leaders, ensuring alignment with public policy initiatives and organizational goals. Coordinated cross-functional efforts across public policy, legal, and marketing teams to craft communications strategies and produce content such as plans, statements, and briefing materials.
- Manage multi-lingual media communications and marketing campaigns, including public relations, social and digital marketing, with multi-million dollar budgets, many designed specifically to engage vulnerable communities.

Strategic Communications Manager, City of New York, Pre-K for All (PK4A)

2014 - 2017

- Led communications, including over \$4.75M in paid media marketing alone, as well as messaging, public relations, social media. Pre-K for All (PK4A) was Mayor de Blasio's signature political initiative in NYC, home to the nation's largest school district.
- Constructed and advanced PK4A's core message for a variety of audiences, including the media and elected officials. Created and wrote the PK4A narrative, including talking points, speeches, and testimony.

## EDUCATION

Bachelor of Arts in Sociology, Harvard University



**Janet Fernández**  
SENIOR VICE PRESIDENT

## EXPERIENCE

Senior Vice President, Actum LLC.

2017 - Present

- Leads strategic communications and crisis response efforts for high-profile clients across California, developing integrated media, messaging, and stakeholder engagement strategies that drive public perception and policy outcomes.
- Crafts and executes comprehensive communications plans, including earned media, digital strategies, and grassroots activation, to support clients' legislative and public affairs objectives.
- Specializes in coalition building and activation for clients across Southern California.
- Leverages relationships with elected officials, law enforcement, non-profits, businesses, and community leaders to push clients' agendas.
- Provides senior team members with support.
- Develops and maintains relationships with clients. Interfaces with 3-4 clients daily.
- Manages and creates social media content.
- Pitches and secures earned media and monitors media daily.
- Develops communications: media advisories, press releases, op-eds, media pitches, talking points, and other relevant media materials.
- Translates communications and materials to Spanish.
- Develops relationships with reporters to create opportunities for coverage.
- Manages and mentors interns.
- Plans, manages and executes community events of all sizes for various clients.
- Represents clients at networking events to build relationships with partners.

Quality Services Project Specialist Leader, Child 360

April 2017 - July 2017

- Managed LA County of Education Coaching contract and ensured that all documentation was properly recorded and inputted.
- Created individualized reports of milestones for over 250 teachers as part of the LACOE contract. Managed and trained a team of seven staff members in summary report writing, project verification, and file cleansing. Interfaced with over 50 Child 360 Coaches through phone, email, and in-person.

## EDUCATION

Bachelor of Arts in Political Science, University of California, Santa Cruz



**Sydney Kovach**  
DIRECTOR

## EXPERIENCE

Director, Actum LLC.

2022 - Present

- Develops and executes comprehensive communications strategies including earned media, digital outreach, and grassroots engagement to advance clients' legislative and public affairs priorities.
- Manages earned media efforts for clients throughout Southern California.
- Builds and maintains strong, collaborative relationships with clients.
- Proactively pitches and secures earned media placements and conducts daily media monitoring.
- Writes and produces a full range of communications materials, including media advisories, press releases, op-eds, pitches, talking points, and other media assets.
- Cultivates relationships with reporters to identify and secure coverage opportunities.
- Manages and mentors Associates to support team development.
- Plans, coordinates, and executes community events of all sizes for diverse clients.
- Represents clients at networking events to build relationships with partners.

Campus News and Politics Editor, UCLA Daily Bruin

2019 - 2022

- Pitch, report, write 50+ articles published in print and online, including breaking news, analysis pieces, recaps, data analytics and more (authored articles linked here).
- Manage 15+ contributors and senior staff, implement deadlines and coordinate publishing calendars
- Edit and fact-check 4-5 articles per week
- Accumulate 60,000+ views covering UCLA's student government; campus organizations, and student, faculty-led activism.
- Research, analyze and communicate University of California, UCLA and LA County policies through unbiased writing and visualizations.
- Co-hosted 2021 UCLA Undergraduate Students Association Council candidate, referenda and constitutional amendment debates.

Associate, JCI Worldwide

2022 - 2022

- Draft Op-Eds for a myriad of clients
- Create and manage themed blog series and social media content calendars
- Conduct interviews with clients and allies for features on social media
- Outreach to potential interviewees for JCI podcast, draft questions and scripts for interviewees, and promote the podcast on social media channels and paid promotion when necessary

## EDUCATION

Bachelor of Arts in Global Studies, University of California, Los Angeles



**Kimberly  
Abarca**

SENIOR ASSOCIATE

## EXPERIENCE

Senior Associate, Actum LLC.  
September 2022 - Present

- Support account teams in developing and implementing communications strategies across earned media, digital, and stakeholder engagement
- Draft messaging, press releases, factsheets, newsletters, op-eds, talking points, and digital content to support brand positioning and marketing
- Monitor traditional and social media using digital tools to identify trends and inform client strategy
- Assisted in crafting timely crisis communications content to ensure clients were accurately represented during media inquiries and high-profile issues
- Build and maintain media relationships, pitched and secured coverage in national, local, and industry outlets
- Lead and mentor associates on account teams, guiding deliverables and professional development

Researcher, Arizona State University: Sandra Day O'Connor College of Law  
May - August 2020

- Conducted researched COVID-19's impact on judicial systems in Latin America and Africa
- Produced a comprehensive report and designed outreach strategies tailored for academic stakeholders

Junior Associate, Mercury Public Affairs  
June - August 2020

- Supported client accounts by drafting press releases, talking points, and fact sheets
- Monitored media coverage of LA County's pandemic response and the California Census, providing insights for client strategy

Children's Defense Fund  
May- August 2019

- Engaged in stakeholder outreach for 18 local government officials and youth leaders for implementation of Senate Bill 439, which aimed to implement an age limit for juvenile sentencing
- Helped launch the Probation Oversight Commission for the County of LA, which holds the probation office accountable for budget and actions; drafted a \$5 million budget for a 25-member staff for FY 2019-2020
- Conducted legal and policy analysis, including analyzing case law, policy memos, and political strategy to advance juvenile justice reform efforts

## EDUCATION

Bachelor of Arts in Political Science with emphasis in International Relations, Yale University



# THANK YOU

## CONTACT US

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Claire Totten  
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**ACTUM, LLC**  
[www.actumllc.com](http://www.actumllc.com)

**Actum**  
STRATEGY EXECUTION OUTCOMES

November 17, 2025



**Public Information Officer**

**And**

**Crisis Management Qualifications**

Submitted to  
City of Huntington Park  
Office of the City Clerk  
6550 Miles Avenue  
Huntington Park, CA 90255

By  
Louis R. Reyes  
Blue Icon Communications

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City of Huntington Park  
Office of the City Clerk  
6550 Miles Avenue  
Huntington Park, CA 90255

To the Selection Committee:

Blue Icon Communications is honored to submit this request for qualifications. Our firm's mission—and our personal histories—align closely with the values of this community. As immigrants and children of immigrants, our team understands the lived experiences of residents in the City of Huntington Park. We know what clear, respectful, and culturally grounded communication means to families who depend on their local government for stability and trust.

Our team is prepared to help the City bring clarity and credibility to every message it delivers.

Blue Icon brings three strengths that directly support the City's needs:

**1. Deep experience communicating with immigrant and multilingual communities.**

For over twenty years, we have worked in neighborhoods exactly like Huntington Park. Our team brings bilingual expertise, cultural understanding, and community sensitivity essential for this role.

**2. Crisis-tested communications leadership in government settings.**

Our experience includes managing high-pressure public information operations at the Los Angeles County Assessor's Office, citywide initiatives, and sensitive community issues across the region. We understand how to respond rapidly, maintain message discipline, and support elected officials during critical moments.

**3. A modern, AI-enhanced communications infrastructure.**

Our technical stack enables real-time monitoring, rapid bilingual content production, and reliable scheduling and approval workflows. This provides the City with a communication system designed for the speed and complexity of today's environment.

We can provide Huntington Park with a communications partner who reflects its community, understands its residents, and brings the professional discipline needed to manage public information in challenging times.

Thank you for the opportunity to submit this proposal. We look forward to supporting the City Council, City Manager, and staff as they continue serving the people of Huntington Park.

Sincerely,

Louis R. Reyes  
President and CEO  
Blue Icon Communication

## II. EXECUTIVE SUMMARY

The City of Huntington Park is entering a period in which consistent, credible, and culturally grounded communication is essential to maintaining public trust and ensuring residents feel informed and supported. This proposal outlines how **Blue Icon Communications** will provide comprehensive Public Information Officer (PIO) and Crisis Management services that strengthen the City's ability to communicate clearly, navigate complex issues, and proactively engage its diverse community.

### 1. Our Objective

The objective of this proposal is to provide Huntington Park with a fully resourced, bilingual PIO team capable of:

- Delivering timely, accurate public information
- Managing crisis communications with discipline and clarity
- Enhancing transparency and accessibility for residents
- Strengthening the City's connection with immigrant, working-class, and multilingual households
- Modernizing the City's communications infrastructure through smart, reliable technology

Our goal is to serve as a strategic partner—one that helps stabilize messaging, reduce misinformation, improve media relationships, and ensure the City's voice remains calm, professional, and aligned with resident expectations.

### 2. Understanding the City's Communications Goals

Based on the RFQ, current City Council priorities, and recent public events, Huntington Park seeks communications support that provides:

- Clear, unified messaging across all channels
- Rapid response capability during emerging events or crises
- Bilingual content reflecting the City's demographics
- Transparency and accessibility to build trust with residents
- Professional handling of media inquiries and press relations
- Steady coordination with City leadership and departments
- Tools and systems that ensure accuracy, timeliness, and consistency

Blue Icon Communications is uniquely positioned to support these goals because our firm specializes in public-sector communication in immigrant and underserved communities. Our team reflects the lived experiences of Huntington Park residents, and we understand the cultural, linguistic, and political nuances required to communicate effectively in this community.

## 2. Key Strengths and Qualifications

### A. Bilingual & Community-Aligned Team

Our team consists of professionals who have worked directly with Latino, mixed-status, and multilingual communities for over 20 years. We bring cultural fluency, lived experience, and a deep understanding of how to communicate respectfully and effectively in cities like Huntington Park.

### B. Crisis-Tested Government and Public Affairs Experience

From county-level crisis management at the Los Angeles County Assessor's Office to community-sensitive issues in Commerce, Whittier, and the Gateway Cities, our team has led communications during high-pressure, politically sensitive, and rapidly developing scenarios.

### C. Modern Technical & AI-Based Communications Infrastructure

Blue Icon uses a full AI-assisted communication tech stack, including:

- BIComm Social Enterprise (enterprise social media platform with approval workflows)
- AI-supported bilingual drafting tools
- Real-time monitoring and sentiment tracking tools
- Digital asset management and rapid distribution systems

This provides Huntington Park with speed, accuracy, and transparent coordination.

### D. Full-Service Capabilities Under One Contract

The City will receive a unified PIO team with:

- Assist the City with PIO oversight
- Bilingual communications drafting
- Crisis-response messaging
- Media relations (press releases, press conferences, on-site coordination)
- Social media management and approvals
- Community outreach support
- Video production
- Optional podcast development
- AI-enhanced workflows
- 24/7 availability for urgent matters

This structure provides the City with stable coverage without requiring multiple vendors.

### 3. Optional Add-On Capabilities

While not required under the RFQ, Blue Icon can provide additional services that the City identified in its budget goals:

#### Podcast Production

Through our podcast producer, we can create bilingual audio or video podcast episodes for community storytelling, program highlights, and department features.

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## III. COMPANY OVERVIEW

Blue Icon Communications (BIComm LLC) is a bilingual, full-service marketing and communications agency founded in 2008 and headquartered in Santa Fe Springs, California. We provide strategic communications, digital marketing, public information services, and community engagement support to businesses, government agencies, and community-based organizations throughout the Gateway Cities region.

Our firm specializes in helping organizations communicate clearly, build trust, and reach diverse audiences—particularly in multicultural, immigrant, and working-class communities. We combine strategy, bilingual expertise, and advanced digital tools to deliver timely, accurate, and culturally responsive communication.

### 1. Who We Are

Blue Icon Communications was founded by Louis R. Reyes, a communications executive with over twenty-five years of experience in crisis management, public information, digital strategy, and bilingual community engagement. As a Latino professional from an immigrant family, Louis founded Blue Icon with a mission rooted in delivering excellence, professionalism, and integrity.

Our team brings expertise across marketing, public-sector communications, media relations, and digital systems. We serve a diverse range of clients, including private businesses, public agencies, unions, and nonprofits, enabling us to combine private-sector innovation with public-sector communication discipline.

We operate with a modern digital infrastructure, including our proprietary **BIComm Marketing Platform software**, an AI-assisted system that supports:

- Content drafting and translation
- Social media scheduling and approvals
- Audience engagement tracking
- Sentiment monitoring and alerts
- Reputation and listings management

- Campaign performance reporting

This technology enhances our efficiency and provides clients with rapid, accurate, bilingual communication capabilities.

## 2. Our Mission

To help organizations communicate clearly and credibly with the communities they serve through strategic thinking, meaningful storytelling, and modern digital tools.

## 3. Our Vision

To be the trusted communications and marketing partner for businesses, government agencies, and community organizations seeking stronger engagement with diverse audiences and the ability to navigate complex communication environments.

## 4. Our Expertise

Blue Icon Communications bridges the worlds of marketing, public information, digital communications, and community engagement. Our team has extensive experience in:

- Crisis and rapid-response messaging
- Bilingual communications for immigrant and multilingual communities
- Social media management and digital visibility
- Government communications and public information workflow
- Creative content production for digital and traditional platforms
- Community engagement for sensitive or high-profile issues
- Marketing, branding, and lead-generation for small businesses

This cross-sector experience allows us to apply private-sector innovation to public-sector challenges—giving cities like Huntington Park a more modern, efficient, and resident-centered communication program.

## 5. Core Capabilities

### A. Marketing & Digital Communications

- Search engine optimization (SEO)
- Digital advertising (Google, Meta, Yelp)
- Social media management and content development
- Website design and digital brand experiences
- Reputation management and listings accuracy
- AI-enhanced content workflows and reporting



**B. Public Information & Crisis Communications**

- Bilingual PIO services and rapid response
- Crisis communications and misinformation control
- Press releases, advisories, and talking points
- Media coordination and press conference management
- Citywide announcements and incident messaging
- Multilingual accessibility and cultural accuracy

**C. Community & Stakeholder Engagement**

- Outreach to residents, businesses, and community groups
- Communication support for sensitive or controversial issues
- Public meeting messaging and education campaigns

**D. Creative & Media Production**

- Video production (PSAs, event recaps, announcements)
- Podcast development (optional add-on)

**E. Graphic design, bilingual collateral, and digital assets****IV. TEAM MEMBERS**

Blue Icon Communications has assembled a highly qualified bilingual communications team explicitly designed to meet the needs of the City of Huntington Park. A select group of subcontracted experts supports our core staff—professionals we have worked with extensively and chosen for their proven excellence in public communications, media production, and community-focused storytelling. Each subcontractor has been vetted through prior collaborations and brings specialized expertise that enhances Blue Icon’s capacity to deliver comprehensive, culturally grounded, and crisis-ready communication services.

Together, this integrated team provides the City with a strong, coordinated, and experienced PIO operation capable of delivering timely information, managing media relations, producing high-quality digital content, and supporting city leadership across all communication channels.



## Louis R. Reyes | President and CEO

*Louis Reyes will serve as the primary point of contact for crisis management issues, lead the Blue Icon Team, and provide strategic advice to the client.*

Louis Reyes is the Founder and President of Blue Icon Communications (BIComm LLC). He possesses over 25 years of experience in public affairs and marketing. Previously, He was the Communications Director of the Los Angeles County Office of the Assessor and City of Los Angeles, Council District 1; Legislative Consultant with the California State Senate; and District Director with the California State Assembly.

As a private sector consultant, he has worked on projects ranging from crisis media management to political campaigns, government relations, community outreach, communications, Internet marketing, and social media strategy. He has worked on political campaigns ranging from Presidential to local school board and has advised numerous candidates and elected officials on strategy and communications.

Louis has direct experience with managing government crises and navigated what was called one of the most highly visible corruption cases in Los Angeles County history as the communications director and department spokesperson at the LA County Assessor's Office. Louis possesses a wide range of experience working with the news media, and he has appeared on every major television news network, as well as CNN and BBC, as a spokesperson representing government entities, community-based organizations, labor unions, political organizations, and elected officials.

Louis has been professionally trained as a community organizer by organizations such as the LA County Federation of Labor, the California Latino Caucus Institute, the California Democratic Party, the Southwest Voter Registration and Education Project, and as a Field Organizer of the 2008 Obama for America campaign. Louis has utilized his expertise to organize, conduct, and manage digital marketing and outreach field campaigns for various clients, including political campaigns, issue campaigns, advocacy organizations, and private businesses.

### Core Capabilities

Strategic Communications  
Political Campaign Management  
Digital Marketing  
Media Relations  
Crisis Management  
Public Affairs Management

### Education

Bachelor of Science,  
Public Policy and  
Management,  
University of Southern  
California



### **Cecilia Gomez Reyes | Communications Consultant**

*Cecilia Gomez Reyes will serve as the primary point of contact for the city and manage the client's day-to-day work. Her primary responsibilities will include attending city meetings and events as required, providing reports to city staff, and managing social media and traditional communication channels.*

Cecilia Gomez Reyes is a seasoned community relations and communications strategist with 20 years of experience serving government agencies, nonprofits, and private-sector clients across Los Angeles County. As a Communications Consultant at Blue Icon Communications, she leads bilingual outreach programs that help organizations engage residents, build trust, and advance initiatives—particularly in communities where clear, culturally informed communication makes the difference between resistance and support.

Cecilia's career spans roles in public affairs, media relations, and campaign management, with a focus on Spanish-language engagement and civic participation. She has managed outreach projects for the California Citizens Redistricting Commission, the City of Maywood, the City of Bell Gardens, and the City of Commerce. She has consulted on numerous voter education, housing, and infrastructure campaigns throughout Southern California.

Fluent in English and Spanish, Cecilia is a skilled spokesperson who has appeared on television, radio, and print news representing public agencies and community organizations. She is a certified Spanish translator. Her expertise spans message development, press coordination, stakeholder outreach, public meeting facilitation, and crisis communications.

Prior to joining Blue Icon Communications, Cecilia served as a Media and Communications Assistant for the Los Angeles County Registrar-Recorder/County Clerk, where she supported countywide voter engagement campaigns and managed multicultural outreach during the Presidential election cycle. She also worked as a Community Field Organizer for the California Democratic Party, overseeing outreach throughout East Los Angeles County.

A second-generation community organizer, Cecilia was inspired by her father's work with the United Farm Workers and has continued that legacy through her commitment to empowering local communities with information, access, and representation.

She holds a Bachelor of Arts in Government from California State University, Sacramento, and an Associate of Arts in Liberal Studies from Ventura College.

**Melissa Gonzalo | Media Consultant**

*Melissa Gonzalo will serve as the media consultant to the city. She will support press & media relations, new conferences, media training, and media management as part of the Blue Icon Team. Melissa is a subcontracted consultant.*

Melissa Gonzalo is a seasoned bilingual communications professional with more than 20 years of combined PR, media relations, and journalism experience. She has worked as a TV host, news anchor/reporter, radio news anchor, magazine writer, and public relations director throughout her career, always working with both English and Spanish-language media.

A former member of the National Association of Hispanic Journalists, Melissa maintains strong relationships with journalists across all genres, especially with local and national Spanish-language news media. A graduate of both UCLA and USC, Melissa is a proud Angeleno who is passionate about using her skills and experience to help others.

**Jorge Carrillo | Video and Photography Consultant**

*Jorge Carrillo will serve as the primary video and photography consultant, providing all necessary services as defined in the scope of services for the city. Jorge is a subcontracted consultant.*

With over 15 years of experience in professional photography and video production, Jorge Carrillo holds an Associate in Arts Degree in Photography and has a multidisciplinary background in imaging and design. His work combines photographic technique, video storytelling, and graphic design aesthetics to deliver complete and cohesive visual productions. Thanks to his expertise in graphic design, Jorge seamlessly integrates visual elements that enhance his photographic and videographic work, making it ideal for brands, events, and personal projects.

As a Southern California-based multimedia creator, Jorge has built extensive experience covering a wide range of high-profile projects. He specializes in producing photo and video content for political campaigns, elected officials, city events, non-profit organizations, private companies, social events, and school district programs. His experience working across these diverse fields has developed his ability to capture compelling visuals that engage audiences and tell meaningful stories with clarity and impact.

Jorge is recognized for capturing authentic moments and producing visually compelling stories that communicate clear and powerful messages, adapting his skills to meet the needs of diverse audiences and organizations.



## **Xavier Mejia | Podcast Producer and Multimedia Consultant**

*Xavier Mejia will serve as the primary podcast production consultant should the city engage with these optional services. Xavier is a subcontracted consultant.*

Xavier Mejia is a seasoned multimedia producer with over 20 years of experience in directing, content development, and brand storytelling. As the CEO and Founder of mejia.tv, and Executive Director of QTalk Radio, he has built a career helping organizations elevate their voice through high-quality podcasts, video content, and digital media. Xavier brings extensive experience developing bilingual, culturally grounded programming that resonates with diverse audiences across Los Angeles.

Throughout his career, Xavier has produced work for radio, television, social media, and community platforms, beginning with Pacífica Radio (KPFK 90.7FM) in 2002 and expanding into directing and producing at Pasadena Media. His background in public relations and crisis communication allows him to craft messaging that is both strategic and accessible—ensuring clarity, cultural sensitivity, and trust during urgent or high-stakes communication needs. He has collaborated with public agencies, nonprofits, and community leaders to build campaigns that strengthen engagement and deliver meaningful, inclusive storytelling.

Xavier is also known for his work moderating community dialogues at La Plaza de Cultura y Artes and producing content that highlights the stories and voices of historically underrepresented communities. His partnerships span major institutions including UCLA, Kaiser Permanente, SoCalGas, the Office of Supervisor Hilda Solis, and Warner Bros. Discovery. With a proven ability to manage complex productions and shape compelling narratives, Xavier provides Blue Icon Communications with a powerful podcast and multimedia capability that enhances the City's ability to communicate with residents in new, modern, and culturally responsive ways.

## **V. EXPERIENCE**

### *Demonstrated Success in Municipal Communications, Crisis Response, and Bilingual Public Engagement*

Blue Icon Communications brings over fifteen years of direct experience in municipal and public-sector communications, supported by the combined expertise of Louis R. Reyes and Cecilia Gómez Reyes. Together, they have delivered bilingual public information, media relations, crisis management, digital communications, and community engagement services to cities, public agencies, elected officials, and community organizations across Los Angeles County.

The firm's experience spans government crisis, public information campaigns, immigrant-community engagement, and culturally sensitive communication in high-stakes environments — all directly relevant to the needs of the City of Huntington Park.

## 1. Municipal & Government Experience

### **City of Whittier – Office of Councilmember Mary Ann Pacheco (2023–Present)**

Blue Icon Communications currently serves as the communications and strategic advisor to Councilmember Mary Ann Pacheco, providing a full suite of public information services, including newsletters, media relations, press release development, social media management, public messaging, and crisis support.

Most recently, Blue Icon assisted in managing sensitive communications surrounding ICE activity targeting the Whittier Latino community, ensuring clear, accurate, bilingual messaging during a politically charged and emotionally sensitive community issue. This work demonstrates our team's ability to operate under pressure, maintain public trust, and communicate with immigrant communities — experience highly relevant to Huntington Park.

### **City of Commerce – Bilingual Community Outreach & Media Management**

Blue Icon provided English/Spanish media relations, community engagement, spokesperson services, and crisis communication for citywide issues, including cannabis policy education and community workshops. The firm coordinated door-to-door outreach, media interviews, public meetings, and bilingual communications for residents.

### **City of Maywood – Communications Consulting**

Supported citywide outreach, messaging alignment, bilingual community engagement, and public meeting communications.

### **City of Bell Gardens & Other Local Agencies**

Supported council initiatives, public information needs, and voter-education outreach for major ballot measures and community programs.

## 2 Crisis Communications & High-Visibility Public Information

### **Los Angeles County Assessor's Office – Crisis Communications Management**

As Communications Director and department spokesperson, Louis Reyes led crisis strategy and media management during one of the most publicly scrutinized corruption cases in Los Angeles County.

Responsibilities included conducting daily media briefings, developing messages, managing press relations, coordinating with stakeholders, and ensuring public transparency under intense pressure.

This experience forms the backbone of Blue Icon's crisis-management framework.

### **California Citizens Redistricting Commission (2020 Cycle)**

Blue Icon delivered branding, communications support, public messaging, and digital content for a statewide constitutional body handling one of California's most politically sensitive public processes.

### **Los Angeles County Registrar-Recorder/County Clerk – Media & Multilingual Public Engagement**

Through Cecilia Reyes, our firm contributed to large-scale voter engagement, Spanish-language messaging, and media coordination during major election cycles.

## **3. Digital, Social Media, and AI-Enhanced Communication Programs**

### **Gold Coast Health Plan – Digital Member Communications & Social Media Strategy**

Cecilia Gómez Reyes led digital communications, social media platforms, emergency services content, member handbooks, and outreach campaigns for a large public-serving health plan — experience directly relevant to providing structured, accessible public information to residents.

### **Los Angeles Latino Chamber of Commerce & Economic Development Groups**

Blue Icon led digital outreach campaigns, B2B marketing, and bilingual engagement strategies across the Gateway Cities region, strengthening the firm's ability to communicate with diverse immigrant and working-class populations.

## **4. Community-Based, Immigrant, and Multicultural Engagement**

Blue Icon was founded on work in immigrant and underserved communities and has delivered long-term bilingual communications for:

- Local chambers of commerce
- Public-sector unions (IBEW Local 18)
- Nonprofits serving Latino and mixed-status families
- City-level outreach supporting Spanish-speaking residents
- Political and civic engagement campaigns across Southeast L.A.

Our firm's values reflect the lived experiences of our team — immigrants and children of immigrants — and this informs our culturally grounded approach to communication.

## **5. Summary of Relevance to Huntington Park**

Blue Icon Communications offers Huntington Park:

- Recent municipal experience (City of Whittier, City of Commerce, City of Maywood, Bell Gardens)
- Current, active communications work involving immigrant-community Crisis
- High-stakes crisis communications expertise
- Seasoned leadership with over 20 years of media and government experience
- Proven bilingual communication across English and Spanish media
- Deep familiarity with working-class, Latino, and immigrant communities



- Technical sophistication through AI-powered monitoring, social media management, and digital outreach tools

This experience positions Blue Icon as a partner uniquely aligned with Huntington Park's communication needs today.

## VI. REFERENCES

### 1. Little Lake City School District

**Client Type:** Public School District (11 schools)

**Services Provided:**

- Social media enterprise platform setup and administration
- Staff training for 25+ district and school administrators
- Content review, workflow setup, analytics, and multi-account management
- Ongoing consulting on digital communication standards

**Contact:**

Jonathan Vásquez, Superintendent  
Little Lake City School District  
(Phone/Email available upon request)

### 2. Office of Councilmember Mary Ann Pacheco, City of Whittier

**Client Type:** Municipality – City Council Office

**Services Provided:**

- Monthly email newsletter and social media communications
- Strategic messaging, issue-based crisis support, and press management
- Public information support related to ICE activity affecting Latino residents
- Social media, email marketing, and community engagement

**Contact:**

Councilmember Mary Ann Pacheco  
City of Whittier  
(Phone/Email available upon request)

### 3. South Coast Air Quality Management District (AQMD)

**Client Type:** Regional Government Agency

**Services Provided:**

- Interim media management and strategic communications
- Press release development, media advisory preparation, Spanish Translation, and talking points
- Media inquiry coordination, rapid response, and public messaging support
- Digital and social media strategy for agency-level announcements

**Contact:**

Public Affairs Department  
South Coast AQMD  
(Phone/Email available upon request)



#### 4. IBEW Local 18

**Client Type:** Public-Sector Union (DWP workforce)

**Services Provided:**

- Full social media management and digital content creation
- Event video and photography for social content
- Crisis communications and internal communications
- Member communications, branding support, and copy development
- Website content management and email marketing

**Contact:**

Jennifer Hadley, Senior Assistant Business Manager

Executive Office – IBEW Local 18

(Phone/Email available upon request)

## VII. PROJECT APPROACH AND METHODOLOGY

Blue Icon Communications employs a proven, government-focused communications methodology built around strategy, consistency, speed, and bilingual public engagement. Our approach integrates crisis communication best practices with modern digital tools, ensuring the City of Huntington Park receives reliable, timely, and culturally competent communications support.

Our methodology is built on six guiding pillars:

### 1. Guiding Principles

#### A. Strategy First, Execution Always

Every communication begins with a strategic framework aligned with City priorities—public safety, transparency, trust building, and accurate community information. Planning and intentional message development ensure day-to-day content supports long-term goals.

#### B. Consistent Messaging Across All Channels

We reinforce the City’s identity and credibility by maintaining a unified voice and message across all media.

This includes:

- Consistent talking points
- Clear, concise, and accurate messaging
- Alignment with City values, brand guidelines, and leadership priorities
- Rapid updates and uniform corrections when new information emerges

Consistency protects the City from misinformation, public confusion, and fragmented narratives.

**C. Bilingual, Culturally Competent Communication**

Our entire team is made up of Latinos raised in communities like Huntington Park. This provides us with a deep, genuine understanding of cultural nuances and community expectations.

We ensure:

- Accurate English–Spanish translations
- Messaging grounded in cultural sensitivity
- Clear communication for all education levels
- Community-informed narratives that build trust

**D. Rapid Response & Crisis Readiness**

Crisis happen unexpectedly, and the response must be immediate, strategic, and calm.

For this reason:

- All crisis communication is handled by Louis Reyes and Cecilia Gómez Reyes jointly.
- Louis Reyes is available 24/7 for time-sensitive emergency incidents.
- We commit to responding to crisis-related calls, emails, or alerts within 30 minutes.
- With our office located in Santa Fe Springs—just 10 miles from Huntington Park City Hall—the Blue Icon team can arrive on-site within one hour for emergencies, media events, or urgent coordination needs, traffic permitting.

This high-level availability is a core advantage of our firm.

**E. Technology-Driven Infrastructure**

Blue Icon is a digital-native agency leveraging modern, government-appropriate software and AI-assisted tools.

Our technical infrastructure enhances speed, accuracy, monitoring, and workflow automation. We use:

- Social listening and sentiment analytics
- Professional editorial and scheduling platforms
- AI-assisted drafting and translation refinement
- Secure content management and cloud collaboration
- Real-time reporting dashboards
- Multi-platform publishing systems
- Automated approval channels

These tools accelerate the City’s ability to provide accurate information quickly—especially during crisis events.

**F. Collaboration With City Staff**

City communications must operate as a coordinated system.

Under this model:

- Cecilia Gómez Reyes serves as the primary City-facing contact for day-to-day communication, coordination, and content execution.
- Louis Reyes and Cecilia Reyes jointly manage all crisis or emergency-related incidents.
- We integrate directly with the City Manager's Office, Police Department, elected leadership, and department heads.
- All messaging flows through a structured and documented approval process to ensure accuracy, alignment, and compliance.

This collaborative structure ensures stability, predictability, and message clarity.

## 2. Detailed Project Methodology

Our methodology is divided into five operational phases, each designed to align with the City's workflow, the RFQ requirements, and subject to adjustment based on the City's direction or evolving needs.

### A. Phase 1 – Discovery, Assessment & Onboarding (Weeks 1–4)

We begin with a structured onboarding process to establish the City's communication baseline.

#### Key Actions:

- Review current communication processes, policies, and platforms.
- Conduct an audit of the City's messaging channels (website, social media, email, and press releases).
- Assess current crisis-readiness and gaps.
- Establish clear communication protocols, robust approval workflows, and effective escalation procedures.
- Meet with the department head and City Manager to understand recurring needs.
- Build a 12-month content and communication calendar.

#### Deliverables:

- Communications Audit Report
- Crisis Communication Protocol
- City-Wide Messaging Framework
- 90-Day Action Plan

### B. Phase 2 – Daily Communications Management & Content Execution

We take responsibility for ensuring that the City communicates timely, accurate, and consistent information across all channels.

#### Key Actions:

- Prepare and distribute bilingual press releases, advisories, and statements.
- Manage social media and digital communications.
- Develop messaging for City events, programs, and initiatives.

- Review public-facing materials for accuracy and clarity.
- Coordinate announcements across departments.
- Create bilingual graphics, posts, fact sheets, and key messages.
- Provide weekly and monthly reporting to City leadership.

**Deliverables:**

- Weekly content
- Bilingual digital assets
- Monthly communications reports
- Quarterly analytics dashboards

**C. Phase 3 – Media Relations & Public Engagement**

Our media strategy ensures proactive, positive, and accurate press coverage that reflects the City's goals.

**Key Actions:**

- Assist in serving as the City's media liaison as directed.
- Respond to incoming media inquiries.
- Prepare talking points for elected officials and city officials as requested.
- Manage press conferences, announcements, and media interviews.
- Pitch positive stories and community successes.
- Maintain relationships with regional Spanish and English media outlets.

**Deliverables:**

- Press plans & talking points
- Media advisories and press kits
- Coverage summaries
- Post-event media analysis

**D. Phase 4 – Crisis Communications & Rapid Response**

This phase follows established best practices from municipal and public-sector crisis communication frameworks.

**Key Actions:**

- 24/7 crisis communication support.
- 30-minute response window for urgent issues.
- Rapid drafting of bilingual releases and statements.
- Coordination with police, emergency services, and city leadership.
- Real-time updates across digital channels.
- Misinformation monitoring and correction.
- Media triage and controlled messaging.

**Deliverables:**

- Crisis communication response sheets.

- Post-incident analysis.
- Updated talking points and corrective messaging.

### **E. Phase 5 – Technology Integration, Monitoring & Reporting**

Our tech-forward approach enables real-time insight and ensures reliability.

#### **Key Actions:**

- Integrate professional communications software tools
- Utilize AI-assisted workflows for speed, consistency, and accuracy
- Deploy social listening and trend monitoring
- Track digital sentiment and emerging issues
- Provide regular data-driven reports to City leadership
- Maintain digital archives for transparency and compliance

#### **Deliverables:**

- Real-time dashboards
- Social listening summaries
- Monthly analytics reporting
- Digital archives and file management

## **3. Quality Assurance**

To ensure accuracy, reliability, and alignment with city leadership:

- All content undergoes a two-step internal review and is approved by designated city staff.
- Crisis materials receive direct review from Louis Reyes.
- A certified bilingual professional checks translations.
- Communications are timestamped, logged, and archived.
- Messaging remains consistent across all platforms and spokespeople.

## **4. Results: What the City Can Expect**

By implementing this structured methodology, Huntington Park receives:

- Faster, accurate, and more accountable public information
- Stronger relationships with media and community stakeholders
- Reduced misinformation and rumor escalation
- Greater transparency during emergencies
- Stabilized communications across departments
- A modern, data-driven public communications system
- Bilingual messaging that resonates authentically

A crisis-ready strategy from day one

## VIII. SCOPE OF SERVICES AND DELIVERABLES

Blue Icon Communications will provide comprehensive Public Information Officer (PIO) and Crisis Management services fully aligned with the Scope of Work outlined in Attachment A of the City of Huntington Park's RFQ.

Our services are structured to deliver timely, accurate, and bilingual communication to residents, stakeholders, media, and the broader community—particularly during moments of crisis or heightened public attention. We will implement a fully integrated public information, crisis communication, and media relations system that strengthens transparency, supports City leadership, and reinforces consistent messaging across all platforms.

All services are scalable and may be adjusted based on City direction. The following section is organized in the exact order and structure of the RFQ for clarity and compliance.

### 1. Build a Sustainable Communications Organizational Framework

#### Services Provided

- Develop a centralized communications structure with clear workflows, approval processes, and escalation protocols in place.
- Establish and refine media protocols, spokesperson guidelines, and internal communication procedures.
- Provide ongoing bilingual communications and media training to City staff and Council members.
- Prepare briefing materials, including talking points and key messages, for public appearances and press interviews.
- Deliver real-time advisory services to City leadership to ensure preparedness for media interaction and public events.

#### Deliverables

- Communications Organizational Framework Document
- Media Protocols & Procedures Manual
- Spokesperson Training Sessions (English & Spanish)
- Key Message Sheets & Briefing Packets
- 24/7 Advisory Support for Press Inquiries

### 2. Media Monitoring, Crisis Communication & Strategic Response

#### Services Provided

- Monitor media across print, digital, broadcast, and social platforms for issues, trends, sentiment, and risks.
- Deliver crisis communication services including rapid response, incident messaging, misinformation correction, and emergency alerts.

- Provide immediate remote response within **15–30 minutes**, and on-site presence **within 60 minutes, traffic permitting**.
- Prepare bilingual crisis statements, holding messages, updates, and talking points.
- Coordinate with City Manager’s Office, Police Department, and relevant departments during emergency incidents.

#### **Deliverables**

- Daily and real-time media monitoring
- Crisis communication response sheets
- Emergency updates and press statements
- Post-incident summaries and recommendations
- Reputation and misinformation dashboards

### **3. Stakeholder Coordination, Research & Public Engagement**

#### **Services Provided**

- Manage and maintain stakeholder and partner communication databases (with City-provided data).
- Conduct targeted research on community issues, trends, and public sentiment.
- Work collaboratively with the City’s crisis management team, department heads, and City leadership.
- Develop public engagement initiatives designed to foster transparency, community trust, and civic participation.

#### **Deliverables**

- Stakeholder communication lists (City-provided)
- Research briefs and community insights
- Engagement plans (workshops, announcements, outreach)
- Monthly stakeholder communication reports

### **4. Content Development Aligned With City Branding & Policy Priorities**

#### **Services Provided**

- Ensure all City communications—digital, print, social, and press—reflect the City’s vision, strategic priorities, and policy direction.
- Coordinate with all City departments to ensure consistent messaging and brand standards.
- Develop bilingual content that is culturally responsive and accessible.
- Provide editorial review and modernization of current public relations plans.

#### **Deliverables**

- Bilingual print and digital materials
- Consistent messaging guidelines
- Updated PR strategy recommendations

- Interdepartmental communications support

## **5. Bilingual Public Messaging, Media Expansion & Proactive Communication**

### **Services Provided**

- Draft, edit, translate, and disseminate information in English and Spanish.
- Expand the City's reach through modernized communications, new technologies, and proactive storytelling.
- Serve as spokesperson when designated by the City.
- Support targeted communication priorities (public safety, infrastructure, City Manager initiatives, etc.).

### **Deliverables**

- Bilingual press releases and advisories
- Proactive outreach campaigns
- Messaging for priority issues
- Spokesperson-ready scripts and talking points

## **6. Press Conferences, Media Appearances & Traditional/New Media Integration**

### **Services Provided**

- Plan and arrange press conferences, public appearances, briefings, and media opportunities.
- Prepare speaking materials, run-of-show documents, media packets, and event staging.
- Strengthen traditional communication channels while expanding digital and social communication tools.
- Grow and manage the City's social media presence using industry-standard and AI-enhanced tools.

### **Deliverables**

- Press conference plans & media kits
- Event coordination and on-site media management
- Bilingual digital and social media content
- Monthly social media performance summaries

## **7. Monitoring, Issue Detection & Media Relationship Development**

### **Services Provided**

- Conduct continuous monitoring of traditional and social media to track sentiment and detect emerging issues.
- Identify misinformation and address reputational risks in real time.
- Build strong relationships with English- and Spanish-language journalists.
- Provide background briefings and controlled access when strategic for fair and accurate reporting.



**Deliverables**

- Social and traditional media monitoring reports
- Issue detection and analysis summaries
- Media relationship development logs
- Misinformation correction reports

**8. Strategic Content Development, Targeted Projects & Digital Platform Management****Services Provided**

- Develop strategic communication materials that enhance public outreach.
- Create targeted content campaigns for major initiatives or special projects.
- Maintain digital platforms with timely updates and consistent messaging.
- Ensure all messaging complies with City brand standards and aligns with public policy goals.

**Deliverables**

- Bilingual strategic content packets
- Special project communication plans
- Digital platform updates and management
- Monthly content calendars

**9. Media Kits, Printed/Electronic Materials & Community Information Programs****Services Provided**

- Maintain and update the City's media kit.
- Prepare, edit, and design printed and electronic public materials.
- Develop community information programs and educational efforts in coordination with the City's Communications Department and City Manager.

**Deliverables**

- Updated media kit
- Community information program materials
- Educational outreach assets
- Printed and digital brochures, flyers, and notices

**10. Videography Services****Services Provided**

- Pre-production planning and storyboarding
- Filming, photography, and on-site coverage
- Post-production editing, audio balancing, color correction, and captioning
- Production of videos for:
  - Public service announcements

- Policy explainers
- Community campaigns
- Promotional content
- Social media short-form video
- Department highlights

### **Deliverables**

- Completed bilingual video features
- Short-form social media videos
- Event coverage footage
- Raw assets and final edited masters
- Captioned videos for ADA compliance

## **11. Podcast Production. Optional Add-On Services (Available Upon City Request)**

During our initial research and review of the City's Communications and Community Relations Department goals, we noted the inclusion of a future objective to produce a City podcast. This optional service aligns directly with our team's capabilities and can be seamlessly integrated into the City's communications framework upon request.

Blue Icon Communications, in partnership with Podcast Producer **Xavier Mejia**, offers a complete, end-to-end podcast production service that aligns with the Communications and Community Relations Department's expressed future goal of launching a City podcast. This service can be activated at any time during the contract period to enhance public engagement, transparency, and bilingual information delivery.

Our podcast services include **pre-production, production (online or in-person), and post-production**, ensuring a polished, professional, and accessible final product for the City of Huntington Park.

**This optional service requires a minimum of four (4) episodes per year, each 1 hour of audio or YouTube video.**

### **A. Pre-Production**

Xavier Mejia leads all pre-production activities to establish the creative and structural foundation for the City's podcast.

This phase includes:

#### **Creative & Editorial Development**

- Podcast concept development (theme, tone, structure)
- Scriptwriting, research, and content planning
- Bilingual storyline development and topic refinement
- Creation of show outline and episode structure

**Branding & Setup**

- Development of podcast brand identity (artwork, style guide, visual assets)
- Creation of show templates, intro/outro structure, and host guidelines
- Establishment of publishing timelines and production schedules

**Technical Setup**

- Setup of podcast hosting platform and distribution channels
- Directory registration (Spotify, Apple Podcasts, YouTube, etc.)
- Content library organization and metadata structure
- Legal registration of creative materials as needed

**Deliverable:**

- Full Pre-Production Plan (creative, technical, and operational)

**B. Online Podcast Production- 1 Hour**

Two online formats are available—**audio-only** or **YouTube video podcast**—allowing for flexible production without requiring physical studio attendance.

**Audio-Only Online Podcast**

Includes:

- Access to a private virtual recording studio for host and guests
- Producer-led recording session
- Live audio clip integration as needed
- Secure online storage of all raw audio files
- Ability to support live studio audience or live-streaming

**YouTube Video Podcast**

Includes everything above plus:

- Video integration (1080p or 4K)
- Live video clip support
- Storage of synchronized audio and video files
- Optional live-streaming to social platforms

**Deliverables:**

- Raw audio or video files
- Producer notes for editing
- Backup files stored securely

**C. In-Person Podcast Production**

For episodes requiring a physical setting, in-person production includes full studio support, a production team, and high-quality multi-camera and audio capture.

**On-Site Production Includes:**

- Dedicated producer
- Camera operator
- Audio engineer
- Studio equipment (mixer, microphones, lighting, cameras)
- Optional live studio audience
- Delivery of all raw files via SD card (1080p or 4K)

**Optional:**

- Support for additional hosts or guest speakers

**Deliverables:**

- Full in-studio recording package
- High-quality audio and video raw assets

**D. Post-Production & Promotional Package**

Post-production transforms the raw materials into a polished, audience-ready episode and prepares the City for digital distribution.

**Post-Production Includes:**

- Editing of audio and/or video episodes
- Noise reduction, leveling, and audio enhancement
- Visual editing, titling, transitions, and branding overlays
- Creation of promotional content for outreach and social media
- Bilingual content refinement as needed

**Promotional Deliverables Per Episode:**

- **1 Still Image** (episode graphic/promo)
- **1 Audio Soundbite** (short highlight clip)
- **1 Visual Soundbite** (MP4 video highlight)
- **Drafted Social Media Copy** (English & Spanish)
- Posting to City-approved digital and social media channels

**Summary of Podcast Deliverables**

- Full pre-production creative plan
- Episode script(s) and bilingual talking points
- Professionally produced audio or video episodes
- High-quality raw files for City archiving
- Social media promotional package per episode
- Option for live-streaming or live audience recording
- Bilingual content, branding alignment, and digital distribution

## IX. COST PROPOSAL & FEE SCHEDULE

Blue Icon Communications proposes a **monthly retainer of \$9,000** to fulfill all requirements outlined in Attachment A of the RFQ, including bilingual PIO services, crisis communications, media relations, strategic messaging, digital communications, and ongoing support to City leadership.

This retainer provides the City with a fully staffed communications team—led by experts in crisis response, government messaging, and bilingual communications—at a cost significantly below the market rate for equivalent in-house staffing.

### 1. Monthly Retainer: \$9,000

The monthly retainer includes up to 60 hours per month of combined professional services, equivalent to approximately 1.5 FTE capacity.

This structure ensures the City receives consistent, full-spectrum support across all communications functions.

The monthly retainer includes:

- Public Information Officer services (English/Spanish)
- Crisis communication and rapid response
- Strategic messaging, content creation, and internal coordination
- Media relations, press release drafting, and media liaison work
- Social media management & digital communication
- Monitoring, tracking, and reporting
- Councilmember and staff communications support
- Resident-facing messaging & public engagement
- 24/7 crisis availability (see below)

### Overage Rate (Non-Crisis)

Any additional non-crisis work beyond the included 60 hours per month will be performed **only with prior written approval** (an email is sufficient) and will be billed at the hourly rates listed in the billable rate sheet.

### Crisis Activation Clause

During urgent situations requiring after-hours or sustained attention, Blue Icon will activate crisis response protocol with the approval from the city. This protocol will allow team members to work beyond normal expectations.

Crisis response protocol overages are never billed without prior approval from the City. They are billed at the set rate outlined in the billable rate sheet. They are only triggered in the event of a crisis or

major initiative that requires increased staffing, such as extended hours of more than 10 hours per day or multiple-day crisis requirements for the entire team.

**This crisis response is included within the retainer unless total hours exceed 60 hours/month.**

## 2. Video Production Rates

Video production services—when the City requests professional videography or photography—are billed separately from the monthly retainer only when a dedicated videographer or photographer (such as Jorge Carrillo) and professional equipment are required.

Rates:

- **\$75/hour — Social video content**  
(Mobile-based or lightweight production handled by a subcontracted videographer)
- **\$125/hour — Professional camera/video production**  
(DSLR/4K cameras, lighting setups, audio engineering, and full post-production)

### Important Clarification:

Video and photo content captured on mobile devices by **Louis, Cecilia, or Melissa** as part of routine social media management **is included within the monthly retainer and is not billed separately.**

All professional video services require prior approval from the City before production begins.

## 3. SCHEDULE OF BILLABLE RATES

Team Member	Role	Hourly Rate (Billable to City)
Louis Reyes	Strategic & Crisis Consultant	\$225/hr
Cecilia Gómez Reyes	Lead Communications Consultant	\$175/hr
Melissa Gonzalo	Media Relations Consultant (Subcontractor)	\$150/hr
Jorge Carrillo	Video & Photography (Subcontractor)	\$125/hr

Xavier Mejia	Podcast Producer & Multimedia Consultant	\$125/hr
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#### 4. Technology & Monitoring Tools (Included)

Blue Icon uses a modern digital communications tech stack—including AI-assisted tools—to support:

- Social media management, monitoring & trend detection
- Media tracking & sentiment analysis
- Crisis alerts
- Scheduling & content workflows
- Translation & bilingual QA
- Brand consistency tracking
- Video editing
- Content/copy editing

There is no additional charge for these tools under the retainer.

#### 5. Billing Procedures & Payment Terms

- Blue Icon will invoice monthly in advance for the retainer.
- Optional services or approved overage hours will be itemized separately.
- The City will issue payment in accordance with standard municipal timelines (typically Net 30 or Net 45).
- No work outside the retainer will be billed without prior written approval.

#### 6. Optional Add-On Services

Podcast Production (Per Episode), minimum four episodes per year. **Flat Fee Per Episode: \$1,500**

For the City's planned Communications & Community Relations podcast initiative:

Includes:

- Pre-production
- Recording (audio or video)
- Editing
- Promotional package
- Podcast audio/video equipment
- All standard deliverables as defined in the proposal.

## X. AUTHORIZATION

This proposal is submitted by **Blue Icon Communications, BIComm LLC**, a California-registered limited liability company in good standing, and is signed by an individual who is fully authorized to bind the firm to all terms, conditions, and pricing valid for ninety (90) days, as included herein.

Blue Icon Communications certifies the following:

### 1. Authority to Submit

The individual signing this proposal—**Louis R. Reyes, President & CEO**—has full legal authority to submit this proposal, negotiate on behalf of the firm, and enter into a binding agreement with the City of Huntington Park if selected.

### 2. Accuracy of Information

Blue Icon Communications affirms that all statements, representations, and data provided in this proposal are true, complete, and accurate to the best of our knowledge. Any intentional misrepresentation may result in disqualification or contract termination.

### 3. Willingness to Enter into Agreement and Acceptance of Conditions

Blue Icon Communications agrees to enter into a professional services agreement with the City of Huntington Park, with acceptance of all conditions listed in the RFQ documents that incorporate:

- The Scope of Services outlined in **Attachment A** of the RFQ
- The pricing and terms outlined in this proposal
- Applicable City policies, procedures, and legal requirements
- Insurance and indemnification provisions required by the City

### 4. Proposal Validity

This proposal, including all pricing, shall remain valid for ninety (**90**) days from the date of submission unless extended in writing by Blue Icon Communications.

### 5. Non-Collusion Statement

Blue Icon Communications certifies that this proposal is genuine, not a result of collusion, and that no City officer, employee, or representative has been offered any form of consideration in connection with this submission.

**Blue Icon Communications, BIComm LLC**



By: \_\_\_\_\_

**Louis R. Reyes, President & CEO**

Date: \_\_\_\_\_11/17/2025\_\_\_\_\_





THE MERINO GROUP

**November 14, 2025**

**Mr. Sergio Infanzon**

Director of Communications and Community Relations  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Re: Statement of Qualifications: Public Information Officer and Crisis Management Services

Dear Mr. Infanzon:

The Merino Group (TMG) is excited to submit our Statement of Qualifications to provide Public Information Officer and Crisis Management Services to the City of Huntington Park. Our firm has proudly supported public agencies (including the City of Huntington Park) and community-focused organizations across Southeast Los Angeles County, and we welcome the opportunity to partner with the City to strengthen communications, enhance public engagement, and support the vital work of your leadership team.

TMG brings extensive experience in public-sector communications, crisis response and management, crisis communication, media coordination, and bilingual public information. Our team has supported cities, business districts, and regional organizations through high visibility initiatives and sensitive events requiring rapid response, message discipline, and coordinated strategic outreach. We are deeply familiar with the community, values, and priorities of the City of Huntington Park, and we are committed to delivering reliable, clear, and community-centered crisis communications and management aligned with the City's vision.

As detailed in our submission, TMG offers a comprehensive set of capabilities that match the Scope of Services outlined in the RFQ, including executive-level communications support, elected official communications support, strategic messaging, crisis communications planning and response, media relations, bilingual content development, stakeholder engagement, and in-house videography and digital production. Our goal is to

help the City build and maintain a strong, sustainable communications framework that supports transparency, builds trust, and ensures residents are informed and engaged.

We appreciate your consideration of our qualifications and would be honored to support the City of Huntington Park in this important role. If you have any questions or require additional information, please feel free to contact me at 213-634-0900, or [moises@merinogrp.com](mailto:moises@merinogrp.com).

A handwritten signature in blue ink, appearing to read 'Moises Merino', with a stylized, cursive script.

Moises Merino  
President, The Merino Group

## **2. Firm Qualifications & Overview**

### **Overview**

The Merino Group (TMG) is a California-based public affairs and communications firm built on a foundation of passion, commitment, and responsive service. Drawing from decades of collective experience, TMG helps public agencies and mission-driven organizations communicate with clarity, strengthen community relationships, and build public trust.

We develop thoughtful engagement strategies designed to share client messaging effectively and foster meaningful dialogue with diverse audiences. Our core practice areas (crisis communication, public affairs, public relations, and integrated communications) reflect our belief that strong communication drives shared understanding, public confidence, collaboration, which are essential for public information and crisis management success.

TMG's portfolio includes a comprehensive range of services that support public-sector communications, including public agency communications, reputation management, crisis and litigation communications, media relations, media training, coalition building, community engagement, digital strategy, social media management, advocacy campaigns, marketing, and branding. This experience provides a well-rounded foundation to meet the dynamic communications needs of cities and local agencies throughout California.

### **Qualifications**

TMG is uniquely qualified to support the City of Huntington Park with Public Information Officer and crisis communications services. Our team has extensive experience supporting public-sector organizations across Southern California, including direct work with the City of Huntington Park, City of Norwalk, City of La Habra, and the Uptown Whittier Improvement Association (UWIA). This regional familiarity strengthens our understanding of community expectations, municipal operations, and the cultural and linguistic diversity of Southeast Los Angeles County.

Our qualifications include proven capabilities in executive-level communications support, elected official communications support, bilingual public information development, media relations, and crisis communications. TMG routinely assists public officials with preparing press materials, developing message frameworks, coordinating media response, conducting stakeholder communications, and managing sensitive or high-visibility issues in real time. We provide guidance that emphasizes clarity, transparency, consistency, and alignment with agency values and long-term objectives.

TMG's experience aligns directly with the RFQ Scope of Services, including:

- Crisis management/communications
- Media engagement and monitoring
- Public information services, including development and spokesperson support
- Bilingual public messaging (English/Spanish)
- Coordination with city departments and leadership
- Content development for traditional and digital platforms
- Strategic communications planning and implementation

Our blend of technical communications capacity, municipal experience, and regional familiarity positions TMG to deliver timely, accurate, and community-centered messaging on behalf of the City of Huntington Park.

### **3. Personnel**

The Merino Group will assign a highly experienced communications team to support the City of Huntington Park with Public Information Officer and Crisis Management Services. Each team member brings proven experience in public-sector communications, crisis response, media coordination, and community engagement. The team structure reflects the City's need for responsive service, strategic guidance, bilingual communications capacity, and in-house multimedia production.

The individuals listed below will serve as the primary personnel assigned to the contract. Full résumés will be included as attachments in the SOQ.

#### **3.1 Primary Point of Contact**

Raul Riesgo

Vice President

Email: [raul@merinogrp.com](mailto:raul@merinogrp.com)

Phone: 562-665-4659

Mr. Riesgo will serve as the primary point of contact for City officials. He brings extensive experience in public affairs, executive communications, media coordination, and regional government engagement across Los Angeles and Orange Counties. His background includes crisis management, developing messaging frameworks, advising public officials, coordinating bilingual outreach campaigns, and managing high-visibility/high-stakes communications needs for public-sector and community-focused organizations. Raul will

oversee regular coordination with City staff, ensure timely delivery of all communication services, and provide real-time support during crisis situations requiring rapid response.

### **3.2 Executive Oversight**

Moises Merino

President

Email: moises@merinogrp.com

Phone: 213-634-0900

Mr. Merino provides executive-level oversight for all TMG engagements and will serve as the authorized signatory for this contract. His leadership experience includes decades of public affairs, media strategy, government relations, and narrative development work throughout California, and nationally. Moises brings a strong understanding of municipal operations, community expectations, and the communication demands placed on public agencies. His background includes traditional media, community storytelling, and authorship of historical narratives related to Southeast Los Angeles County. Moises will advise the City on complex or sensitive issues, high-level messaging, and overall communication strategy.

### **3.3 Videography, Digital Media & Production (In-House)**

The City's RFQ requires professional videography and multimedia production. These services will be provided 100% in-house by TMG's creative team.

#### **Kevin Velasco**

Videography & Creative Services

Kevin Velasco brings a strong professional background in full-cycle video production, digital media strategy, and live-event coverage that aligns directly with municipal communication needs. With experience supporting corporate clients, production companies, and large public events, he manages all aspects of production—from planning and filming to editing and final delivery—ensuring polished, consistent, and impactful content. Kevin holds a B.A. in Film and Electronic Media from California State University, Dominguez Hills and an A.A. in Television Production and Media from Chaffey College, grounding his work in both technical training and industry practice. His technical capabilities include Adobe Creative Cloud, professional camera operation, lighting techniques, video editing, creative storytelling, and project management, allowing him to produce high-quality videos that effectively support public outreach and city initiatives. Combined with his skills in digital strategy across TikTok, Instagram, Facebook, and YouTube, Kevin is well-equipped to help municipalities enhance transparency, expand

engagement, and showcase programs, services, and community stories with professionalism and creative clarity.

### **Robert Medina**

Videography, Editing & Digital Production

Robert Medina is a seasoned video producer and digital strategist with extensive experience developing content for civic agencies, community organizations, and private-sector clients across the U.S. and internationally, including work in Panama. His portfolio spans public-information campaigns, community engagement initiatives, tourism promotion, economic development storytelling, and multilingual outreach—giving him a strong understanding of how to create video that resonates with diverse audiences. Robert has produced districting explainers, event highlights, business spotlights, and documentary-style features that support transparency and help residents clearly understand city priorities. Known for clean, accessible visuals and fast turnaround, he delivers high-quality messaging when cities need it most. With strong skills in video editing and post-production, he ensures every final product is polished, accurate, and aligned with municipal communication goals. His background in creative direction and performance-driven marketing enables him to blend storytelling, strategy, and technical production to build trust, improve engagement, and help communities better connect with their local government.

### **3.4 Additional Crisis & Media Support Staff**

As required, TMG may draw upon additional internal team members for research, monitoring, bilingual messaging support, and rapid-response/crisis coordination. No sub-consultants will be used for this contract; all services, including videography, media management, and crisis communications, will be delivered by in-house personnel.

### **Résumé Attachments**

## **4. Related Experience**

### **4.1 Firm Experience Summary**

Crisis management and communication are core strengths of our firm. We have managed urgent and sensitive issues involving public safety, misinformation, community concern, regulatory matters, and reputational risk. Our team provides media monitoring, narrative framing, rapid release of bilingual public information, rumor control, and stakeholder

coordination. We maintain established relationships with traditional and Spanish-language media outlets to ensure accurate reporting during emergent situations.

TMG also specializes in strategic messaging, narrative development, and long-term public engagement planning. We have led digital campaigns, developed brand systems for public-facing agencies, produced bilingual public service content, and managed community-centered outreach strategies. Our in-house multimedia capabilities include videography, editing, motion graphics, and production of high-quality digital content for public agencies.

TMG offers a comprehensive, full-service communications capacity that aligns directly with the City's needs for Public Information Officer and Crisis Management Services. Our experience shows an ability to respond effectively to crises, support executive leadership, engage diverse communities, and deliver accurate, timely, bilingual messaging that builds trust and strengthens public understanding. Below are some entities we've worked for, supporting their crisis communication and management, or other critical communication needs.

#### **4.2 Representative Project Experience**

TMG has supported the City of Huntington Park with public information planning, narrative development, bilingual community messaging, crisis management, crisis communications, and media services. Our work includes advising City staff on communications strategy, coordinating messaging for key initiatives, preparing rapid-response materials, and developing clear, accessible content for public-facing platforms. This engagement reflects our deep familiarity with Huntington Park's community, communication needs, and municipal priorities.

TMG has provided the City of Norwalk with bilingual public information support, digital outreach strategy, crisis communications, crisis response support, and media coordination. This includes producing social media and digital content, assisting with stakeholder messaging during time-sensitive situations, and supporting media interactions as needed. This work demonstrates our ability to deliver accurate, consistent, and responsive communications in a municipal environment.

TMG provides the Uptown Whittier Improvement Association (UWIA)—the quasi-governmental Community Improvement District for Uptown Whittier—with bilingual communications, media relations, public engagement strategy, digital content development, issue advocacy, and media services. Our work includes crafting narrative messaging, producing promotional and informational content, and supporting stakeholder

engagement across digital and in-person channels. This engagement highlights our capacity to advance community-based initiatives with strategic, high-quality communications and advocacy.

## **5. References (3)**

### **City of Huntington Park**

Ricardo Reyes  
rreyes@hpca.gov  
323-582-6161

### **City of Norwalk**

Jesus Gomez  
jgomez@norwalkca.gov  
562-929-5700

### **Uptown Whittier Improvement Association (UWIA)**

Yvonne Connolly, Executive Director  
yvonne@uwia.org  
562-228-5705

## **6. Compensation**

The Merino Group proposes a straightforward compensation structure that provides the City with consistent communications support, rapid crisis response, and high-quality bilingual media services. All work (including videography, editing, and digital production) will be performed by in-house personnel.

TMG's model includes a monthly retainer for ongoing Public Information Officer support, a monthly retainer for crisis or time sensitive needs, and a separate monthly fee for videography and multimedia production as required by the RFQ.



## Proposed Compensation Structure

Service Category	Rate
Monthly Communications Retainer (PIO, media relations, messaging, monitoring, digital updates, engagement support)	<b>\$5,000 / month</b>
Crisis Communications & Emergency Response	<b>\$10,000/month</b>
Videography, Graphics, and Post-Production Editing	<b>\$5,000 / month</b>

This structure is designed to give the City flexibility for both steady, proactive communications support and rapid escalation capacity when unexpected issues arise. TMG will work closely with City staff to prioritize tasks, coordinate workflows, and ensure cost-effective delivery of all communication services.

Monthly invoices will be provided in accordance with City requirements.

### 7. Sub-Contracted Consultants

None will be used for this contract

#### 7.1 Sub-Contract Roles & Responsibilities

None will be used for this contract

### 8. Acceptance of RFQ Conditions

The Merino Group hereby acknowledges and accepts all terms, conditions, requirements, and instructions outlined in the City of Huntington Park's Request for Qualifications for Public Information Officer and Crisis Management Services. By submitting this Statement of Qualifications, The Merino Group affirms that the information provided is accurate, agrees to comply with all RFQ provisions, and understands that the City may reject any or all submissions at its sole discretion. The Merino Group further confirms that this submission shall remain valid for ninety (90) days as required.

### 9. Authorization

The undersigned is an authorized representative of The Merino Group and is empowered to bind the firm to the terms, statements, and commitments contained in this Statement of Qualifications. The Merino Group affirms that this submission is valid for ninety (90) days from the date of submittal, as required by the RFQ.

**Authorized Representative:**

A handwritten signature in blue ink, appearing to read 'Moises Merino', with a stylized, cursive script.

**Moises Merino**

President

The Merino Group

moises@merinogrp.com

# Moises Merino

President & CEO, The Merino Group

Public Affairs • Crisis Communications • Bilingual Communications (English/Spanish)

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## Professional Overview

Moises Merino is the President and CEO of The Merino Group, where he leads a public affairs consulting practice built on more than 20 years of experience advising local, state, and national clients. He specializes in supporting public agencies and nonprofit organizations with public information services, crisis communication planning, and culturally relevant outreach to large Spanish-speaking communities.

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## Areas of Expertise

- Public Information & Government Communications
  - Crisis & Rapid-Response Messaging
  - Bilingual (English/Spanish) Community Engagement
  - Media Relations & Press Briefings
  - Social Media & Digital Strategy
  - Multicultural Communications
  - Public Affairs Strategy & Policy Messaging
- 

## Professional Background

Moises is widely recognized for his work in Latino communications and community outreach. In 2015, he was named one of the industry's "40 Under 40" rising leaders, and his contributions have been profiled in *Latino Leaders Magazine*. He has appeared as an on-air analyst for CNN, Univision, and Telemundo, offering insight into Latino culture, demographic trends, and public policy issues.

His consulting portfolio includes advising statewide and local public awareness efforts, developing bilingual outreach strategies, and guiding public agencies through high-visibility communication challenges. Moises has led efforts in message development, emergency communications, media coordination, and digital engagement for diverse audiences.

He also co-founded a nonprofit dedicated to Latino leadership development and public policy education, strengthening community engagement across California.

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## Education

- M.P.A., Master of Public Administration, CSULB
  - B.A., Sociology & Spanish Literature, UCLA
- 

## Community & Personal Background

A native of Boyle Heights in East Los Angeles, Moises brings a deep understanding of Southern California's diverse communities. He is fully bilingual in English and Spanish and is committed to helping public institutions communicate with clarity, transparency, and cultural relevance.

# Raul A. Riesgo

## VICE PRESIDENT, THE MERINO GROUP

### Education

Trinity Law School

Master's Degree, Legal Studies

University of La Verne

B.S., Public Administration

Washington State University

Graduate Studies, Strategic Communications

### Affiliations

Member, Society of Biblical Literature

Member, Pico Rivera History and Heritage Society

### Selected Publications & Work

Freelance articles on Latino community issues, civic participation, and local government. Researcher and writer of the historical narrative of Pico Rivera, documenting its political evolution, cultural growth, and civic identity.

### Professional Summary

Seasoned communications strategist, writer, and public affairs professional with extensive experience shaping narratives, managing high-impact public campaigns, and leading crisis and digital communications for cities, public agencies, and private corporations. Accomplished journalist and storyteller focused on Latino communities, civic life, and local issues in Southeast Los Angeles County.

### Core Competencies

Strategic Communications • Crisis Communications • Public Relations • Digital Strategy • Government Relations • Messaging Development • Media Strategy • Speechwriting • Community Engagement

### Experience

2012–Present – Vice President, The Merino Group – Los Angeles County, CA

Lead strategist overseeing communications, digital media, crisis management, and narrative development for government, nonprofit, and private-sector clients; manage high-impact campaigns for Norwalk, Huntington Park, La Habra, Uptown Whittier, and regional associations.

2016–Present – Communications & Public Campaign Consultant  
Design and execute public-information campaigns on economic development, public safety, infrastructure, housing, and environmental issues; support private companies navigating regulatory challenges and public perception.

2007–2009 – Freelance Journalist, Whittier Daily News & Pico Rivera News

Reported on community issues, local government, and Latino cultural experiences; produced human-interest, sports and neighborhood-focused stories.

Aldore D. Collier  
1082 Cordova Street, #5  
Pasadena, CA 91106  
aldore@collcommpr.com  
[aldore@aol.com](mailto:aldore@aol.com)  
213/359-9366 ©

## HIGHLIGHTS OF QUALIFICATIONS

- More than 30 years' experience in journalism, education and public relations
- More than 35 years' detailed experience conducting interviews, writing news and feature articles, press releases, speeches, brochures, proposals, newsletters, Facebook pages, talking points and blogs
- Impeccable editing and proofreading skills
- Proven ability to meet all deadlines and juggle multiple assignments
- Strong ability to conduct interviews and produce compelling copy quickly
- Conducted workshops and classes on handling news conferences and crisis-management situations

## RELEVANT EXPERIENCE

Editor:

- Edited, proofread and rewrote hundreds of medical and educational articles for nursing schools as well as colleges and universities as a freelancer with HotChalk.com.
- Covered the entire west coast for 25 years as a journalist/editor with Ebony and Jet magazines.
- Completely edited two novels and numerous position papers
- Served as newsletter editor of the Magic Johnson AIDS Foundation
- Teach mass communications at Rio Hondo College
- Taught journalism to undergraduates at California State University, Northridge and graduate students at the University of Southern California.
- Produced, wrote and edited promotional videos
- Made video presentations to media and regional politicians
- Edited brochures for the Bureau of Indian Education

## EMPLOYMENT HISTORY

- 2007-present: Founder, CollComm Public Relations. I have worked on projects with Old Spice, Flicker Design, General Motors, Bernalillo County, NM as well as numerous other public relations firms. From my Los Angeles base, I have written and edited press releases for individuals, restaurants, engineering firms and musicians/writers. In addition to writing releases and editing articles, I currently consult with public relations firms regarding the business of pitching story ideas to media outlets and how best to develop and maintain relationships

with journalists. Additionally, I coach freelance clients on preparation for media appearances.

- 1/2023-present: Adjunct Communications Instructor, Rio Hondo College. I have taught five semesters of Mass Media in the Modern Age to minimally 25 students.
- 2012-2013: Contract Editor with HotChalk.com. I edited, proofread and rewrote hundreds of education and medical articles and made certain that stories met search engine optimization (SEO) standards.
- 2007-2012: Project Manager and Public Relations Director of the Dr. Martin Luther King, Jr. Memorial Center of New Mexico. In that capacity, I conducted interviews, wrote press releases, speeches, brochures, edited blogs, scripted promotional videos, organized and conducted public engagement sessions and press conferences, made presentations to regional media as well as statewide politicians. I was charged with rewriting the crisis communications plan for Bernalillo County, NM.
- 1981-2007: West Coast Editor for Ebony and Jet magazines, the largest black-oriented publications in the nation. I covered the area from Washington state to Arizona, interviewing celebrities, politicians, athletes, entrepreneurs, religious figures and activists. I also wrote speeches and represented the company at social events. I covered Republican and Democratic national conventions, the Super Bowl and the Los Angeles Olympics. I worked with the advertising/marketing department to explain and promote the unique nature of advertising in Ebony and Jet.
- 1979-1981: Education and Entertainment Reporter, Memphis Press-Scimitar. I covered the local school board and handled the Elvis Presley beat.
- EDUCATION
- B.A. Political Science, Northwestern University; MSJ, Journalism, Northwestern University.



COLLCOMM PUBLIC RELATIONS

1082 CORDOVA STREET #5

PASADENA, CA 91106

213-359-9366

[www.collcommpr.com](http://www.collcommpr.com)

RESUME ADDENDUM:

Beginning in late 2007, I was awarded a contract with Bernalillo County, NM to create public support for a memorial honoring Dr. Martin Luther King, Jr., a man who never visited the region.

As I had been the west coast editor of Ebony Magazine, the nation's largest black-oriented publication, for more than 20 years, I knew I could utilize my extensive celebrity contacts to good use.

I was given a budget to hire a video crew and traveled the country gathering the stories of Dr. King's remaining lieutenants. I interviewed Rev. Jesse Jackson, congressional representatives John Lewis and Eleanor Holmes Norton and 'Star Trek' co-star Nichelle Nichols. I had each detail their association with Dr. King as well as extolling diverse Albuquerque as the appropriate location of a memorial dedicated to love, peace and diversity.

I organized political and community meetings at the county headquarters to listen as well as detail my progress.

I wrote numerous press releases that were passed out to media and politicians in New Mexico, Colorado and Arizona.

I wrote and directed a 12-minute video that was presented to politicians, community activists and regional media (available at [collcommpr.com](http://collcommpr.com)). The video received tremendous ovations and resulted in extending financial support.

I also work with other public relations firms. For JL Media, I was called on to organize an outdoor press conference (10/5/23), including putting together Talking Points for all who would participate in the conference. I had to decide which intersection would provide the greatest visual advantage and help determine the order of speakers and advised them on what to say and how long their comments should be.

**COLLCOMM PUBLIC RELATIONS**  
**1082 CORDOVA STREET #5**  
**PASADENA, CA 91106**  
**213-359-9366**  
[www.collcommpr.com](http://www.collcommpr.com)

As my resume and Capabilities Statement attests, I was a journalist at newspapers and magazines for 29 years and dealt with the opposite side of political crises. I was one of those contacting city and county governments to get immediate reactions to numerous political issues.

My colleagues and I always pressed political officials to respond immediately, sometimes due to legitimate deadlines. On other occasions, it was meant to trip officials up. As I have been on both sides, I am keenly qualified to navigate the minefield of interaction with media.

While I was the freelance public relations director of the Dr. Martin Luther King, Jr. Memorial of New Mexico, I witnessed the Public Information Officer of Bernalillo County (Albuquerque), NM commit the unpardonable sin of issuing statements to the media without sticking to the known script and not getting authorization. Her actions resulted in the County Administrator having to resign. I was asked by Renetta Torres, human relations director of Bernalillo County, and my supervisor on the project, to devise a crisis communications plan that could be implemented county-wide. I held a detailed session to show how easy, hard and essential it is.

As I had participated in press conferences, I was aware that stuttering and sweating on the part of the public information officers almost always raises media eyebrows and leads to more questions. It is always best to have brief, direct responses—no flourishes.

Few tools are more important for city officials' interaction with media than video. Practicing questions and answers and seeing your performance is extraordinarily important.



**COLLCOMM PUBLIC RELATIONS**  
**1082 CORDOVA STREET #5**  
**PASADENA, CA 91106**  
**213-359-9366**  
[www.collcommpr.com](http://www.collcommpr.com)

**COLLCOMM PUBLIC RELATIONS' UNIQUE CRISIS COMMUNICATIONS TEMPLATE FOR CLIENTS**

1. As social media is immediate around the world, it is essential to respond to crises immediately to avoid the spread of misinformation.
2. Create a crisis team as soon as possible with clearly defined roles. Have videotaped practice sessions on handling crises to come off as polished as possible.
3. Do NOT be bullied by reporters who often claim rigid deadlines. Always let them know that you will get back to them as soon as possible, generally within five minutes.
4. Be as empathetic as possible without surrendering professionalism.
5. If the crisis involves legal matters, be sure and let media know that you cannot comment on ongoing legal matters. If you do, your words can often be used against you or the governmental entity.
6. Always have the most up-to-date media information (including platforms such as Instagram) to ensure being able to get information out effectively and immediately.
7. Constantly monitor media entities, especially social media platforms, to ensure that you can respond to negative or misinformation immediately.

**RESUME:**

Rafael Chairez:

Infrastructure Administrator

B2B Industrial Packaging

2/2023—Present

Information Technology Infrastructure, data center relocation

Vice President Information Technology

CollComm Public Relations

12/2018—Present

Problem-solving, computer science, Spanish language translation

IT Support Analyst, Sr.

Northern Arizona University

12/2022-2/2023

Hyper-V, Problem Solving

Network Support Technician

Acorn Paper Products Co.

12/2019—11/2022

Maintain Network Systems

System Administrator

Penske Truck Leasing

3/2002—11/2018

Help Desk Support

**EDUCATION:**

University of Phoenix

2000-2002

Computer Learning Center

Associate of Science

1999-2000

## Vice President

**COLLCOMM PR**

### Rafael Chairez

As one who always loved science and computers, it came as no surprise to family and friends when Rafael Chairez Jr. chose Information Technology (IT) as his profession. For more than a decade, he served as an IT professional working for Los Angeles County through the Penske Corporation and Johnson Controls. Chairez also worked as a technical consultant for ESPN, assisting in their coverage of the New Mexico Bowl and Las Vegas Bowl games. He currently provides network support services for Oak Paper Products, a family owned and multigenerational staple in Los Angeles since the 1940's.

Always a social person with a love of all genres of music, Chairez has organized and promoted American pop as well as Latino-inspired concerts.

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To verify most current certification status go to: <https://www.caleprocure.ca.gov>

## Office of Small Business & DVBE Services

**Certification ID:** 54898**Legal Business Name:**

COLLCOMM PUBLIC RELATIONS

**Doing Business As (DBA) Name 1:**

COLLCOMM PUBLIC RELATIONS

**Doing Business As (DBA) Name 2:****Address:**

1082 Cordova Street

5

CA

Pasadena

CA 91106

**Email Address:**

aldore@collcommpr.com

**Business Web Page:**[www.collcommpr.com](http://www.collcommpr.com)**Business Phone Number:**

213/359-9366

**Business Fax Number:**

626/219-6770

**Business Types:**

Service

Certification Type	Status	From	To
SB(Micro)	Approved	01/23/2025	01/31/2027
SB-PW	Approved	01/23/2025	01/31/2027

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Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



**Certified Profile**CLOSE WINDOW [Print](#)**Business & Contact Information**

BUSINESS NAME	<b>COLLCOMM</b>
OWNER	<b>Aldore Collier</b>
ADDRESS	<b>1082 Cordova Street #5 Pasadena, CA 91106 <a href="#">[map]</a></b>
PHONE	<b>213-359-9366</b>
FAX	<b>626-219-6770</b>
EMAIL	<b><a href="mailto:aldore@collcommpr.com">aldore@collcommpr.com</a></b>
WEBSITE	<b><a href="http://collcommpr.com">http://collcommpr.com</a></b>
ETHNICITY	<b>Black American</b>
GENDER	<b>Male</b>
COUNTY	<b>Los Angeles (CA)</b>

**Certification Information**

CERTIFYING AGENCY	<b>City of Los Angeles</b>
CERTIFICATION TYPE	<b>DBE - Disadvantaged Business Enterprise</b>
CERTIFIED BUSINESS DESCRIPTION	<b>541613 - Marketing Consulting Services 541820 - Public Relations Agencies 541840 - Media Representatives 711320 - Promoters of Performing Arts, Sports And Similar Events without Facilities 711510 - Independent Artists, Writers, and Performers</b>

**Commodity Codes**

Code	Description
CA WCC I7310	ADVERTISING
CA WCC I7920	PERFORMERS & ENTERTAINERS
CA WCC I8740	MANAGEMENT & PUBLIC RELATIONS
NAICS 541613	Marketing consulting services

NAICS 541820	Public relations agencies
NAICS 541820	Public Relations Agencies
NAICS 541840	Media Representatives
NAICS 561410	Document Preparation Services
NAICS 711320	Promoters of Performing Arts, Sports, and Similar Events without Facilities
NAICS 711510	Independent Artists, Writers, and Performers

### Additional Information

WORK DISTRICTS/REGIONS	Alameda, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Francisco, San Mateo, Santa Barbara, Santa Clara, Ventura
CUCP PUBLIC DIRECTORY CERTIFICATION NUMBER	36644

This profile was generated on 9/20/2025

References:

Clarence Waldron, owner  
Waldron Communications  
773/859-0308

[waldc@aol.com](mailto:waldc@aol.com)

I consulted with them on issues with podcasting—what does and does not work, how to keep audiences listening, how to avoid lawsuits.

Scott Katz, owner  
Katz Chiropractic  
[sikdc@aol.com](mailto:sikdc@aol.com)  
323-653-7519

For Katz Chiropractic, I met with the owner and devised a marketing campaign to expand the client base in the increasingly competitive chiropractic market. I came up with 3x5 cards, devised a strategy to maintain clients he already has and make them feel valued.

For Jalila Larsuel and Atty. John Harris:

For 11:00 a.m. press conference re: lawsuit filed against LAPD

Talking Points to bring up during press conference:

- Attorney John Harris open news conference with detailed description of incident.
  - a. Talk in detail about victim Jamar Nicholson's innocent activities.
  - b. Have Jamar Nicholson briefly describe incident from his perspective, detailing his injuries.
  - c. Methodically discuss how LAPD reacted without provocation.
- Detail LAPD history of violence in minority communities.
  - a. Use other historical examples (Rodney King, etc.) sparingly to avoid dragging it out and bore assembled media.
- Talk about the impact on the other victims of the incident.
  - a. Have victim Jason Huerta speak briefly about what happened to him and the others.
- Have Nicholson's family speak briefly about the impact of the shooting on him and the extended family.
- Explain why a lawsuit is necessary.
  - a. Serving as a deterrent against unnecessary violence.
  - b. Increase community and city awareness of ongoing issues with LAPD.
- Because the media is sure to ask, minimally and generally explain that the \$20 million figure is for pain, suffering, present and future medical care.
- End on a fairly positive note, e.g. pointing out that you clearly understand that most LAPD officers do positive things but the few negative ones cannot be allowed to bring down or besmirch the whole department.

Aldore D. Collier

CollComm Public Relations

[aldore@collcommpr.com](mailto:aldore@collcommpr.com)

213-359-9366



## ITEM 6



# CITY OF HUNTINGTON PARK

Community Development Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Mayor and Members of the City Council:

## **CONSIDERATION AND DIRECTION TO REPROGRAM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE (CDBG-CV) FUNDS**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Provide direction on desired uses for unallocated CDBG and CDBG-CV funds; and
2. Authorize staff to begin Substantial Amendment process.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The City prepares an Annual Action Plan (AAP) in connection with the Five-Year Consolidated Plan (ConPlan) which details how the City will spend its entitlement funds from the United States Department of Housing and Urban Development (HUD). The AAP is a multi-purpose document with two principal purposes:

- The AAP identifies the projects and programs to be undertaken during the upcoming fiscal year, and the proposed objectives and outcomes to be achieved within the overall context of the ConPlan; and
- The AAP acts as the City's application process for federal formula grants, principally comprised of the CDBG and HOME Investment Partnerships (HOME) programs, and a one-time CDBG-CV grant.

According to 24 CFR 91.505 and the City's Citizen Participation Plan, the City may reprogram its current-year CDBG and CDBG-CV funds through a Substantial Amendment to the FY 2025-2026 AAP and the 2019-20 AAP. This process requires:

- A 30-day public noticing period

## **CONSIDERATION AND DIRECTION FROM CITY COUNCIL ON CDBG AND CDBG-CV REPROGRAMMING**

January 13, 2026

Page 2 of 5

- A Public Hearing
- City Council Approval

### **DISCUSSION**

In accordance with HUD regulations, CDBG and CDBG-CV funds must be expended in a timely manner. Funds that have not been expended within the prescribed time are subject to recapture by HUD. City Council's directive is being requested to allocate CDBG and CDBG-CV funds as noted below..

#### **CDBG Activities to be reallocated:**

Staff have conducted a comprehensive review of the current CDBG balances and is requesting City Council's directive on allocating approximately \$330,194.50 from previous fiscal years that are currently unprogrammed. Table no. 1 below identifies funds that have been programmed. It should be noted that the funds allocated to the After School Program, the Senior Program, Fair Housing and Administration are activities that have agreements in place and are currently being carried

CDBG Eligible Uses:

- Housing rehabilitation
- Acquisition of real property
- Economic development and job creation
- Code enforcement in conjunction with other eligible activities
- Public facilities and improvements (parks, ADA, infrastructure, community centers)

# CONSIDERATION AND DIRECTION FROM CITY COUNCIL ON CDBG AND CDBG-CV REPROGRAMMING

January 13, 2026

Page 3 of 5

Table No.1

## ANNUAL ACTION PLAN OVERVIEW FISCAL YEAR 2025-2026

	PROGRAM/ACTIVITY		<u>Funding</u>	<u>Goal Supported</u>
1.	<b>AFTER SCHOOL PROGRAM</b> This program provides a safe place for low/income youth clientele to participate in physical activities, homework assistance, and various activities such as arts, science, and health to minimize juvenile delinquency, child obesity, and promote health and well-being.		<b>CDBG \$40,862</b>	Provide Needed Community Services to LMI Persons
2.	<b>SENIOR PROGRAM</b> The program assists people aged 55 or older through free educational workshops, nutrition, physical activity, and financial health.		<b>CDBG \$40,862</b>	Support Agencies that Assist Special Needs Populations
3.	<b>FAIR HOUSING PROGRAM</b> Fair Housing services will include housing discrimination counseling and investigative services, landlord-tenant housing dispute resolution services, education, and outreach services.		<b>CDBG \$30,000</b>	Planning and Community Development
4.	<b>FAÇADE IMPROVEMENT PROGRAM</b> Facade improvement program aims for commercial revitalization by creating a pedestrian-friendly and aesthetically pleasing environment for residents, visitors, and tourists in the Pacific Blvd area. Business owners who own their building and operate a business in the same building can receive a grant of up to \$35,000 for the improvement of their storefront.		<b>CDBG \$358,114</b>	Sustain and Strengthen Neighborhoods
5.	<b>CDBG ADMINISTRATION</b> This program provides for the overall development, coordination, and monitoring of the CDBG program, HUD communication, and public participation. It will cover the salary and wages of local staff as well as professional fees for consultants to assist with the administration of HOME and CDBG programs.		<b>CDBG \$75,000</b>	Planning and Community Development

## FISCAL YEAR 2024-2025

	PROGRAM/ACTIVITY		<u>Funding</u>	<u>Goal Supported</u>
1.	<b>FAÇADE IMPROVEMENT PROGRAM</b> Facade improvement program aims for commercial revitalization by creating a pedestrian-friendly and aesthetically pleasing environment for residents, visitors, and tourists in the Pacific Blvd area. Business owners who own their building and operate a business in the same building can receive a grant of up to \$35,000 for the improvement of their storefront.		<b>CDBG \$133,671.25</b>	Sustain and Strengthen Neighborhoods

## **CONSIDERATION AND DIRECTION FROM CITY COUNCIL ON CDBG AND CDBG-CV REPROGRAMMING**

January 13, 2026

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### **CDBG-CV Activities to be reallocated:**

A review of current CDBG-CV balances identified \$318,823.09 in unallocated funds. The only active program currently funded with CDBG-CV funds is the Hybrid Learning Program for \$235,259. It is anticipated that funds will be expended by September 2026 for this program. City Council direction is requested to allocate the identified available funds to eligible activities.

<b>Activity Title</b>	<b>Approximate Balance to be Reallocated</b>
CV – Unallocated Funds	\$ 318,823.09

Below is a list of CDBG-CV Eligible Uses:

- Rehabilitation of public facilities or park infrastructure to include
  - Broadband: wiring, fiber optic cables, permanently fixed equipment to provide broadband internet access in low-moderate income area
  - HVAC improvements to prevent COVID spread, plumbing upgrades to improve sanitation
  - Creation or improvement of outdoor space for social distancing
  - Touchless water fountains, automatic doors
- Outdoor Recreation Facilities
  - Provide additional space for outdoor activity.
  - Purchase and install new gates, removal of architectural barriers that restrict access for elderly or disabled persons.
- Funding additional public services that carryout activities that prepare, respond, or prevent COVID such as:
  - Homeless outreach
  - Mental health services
  - Food banks

### **FISCAL IMPACT/FINANCING**

There will be no fiscal impact on the General Fund. Approved projects will be funded through HUD reimbursement grants via CDBG and CDBG-CV.

## **CONSIDERATION AND DIRECTION FROM CITY COUNCIL ON CDBG AND CDBG-CV REPROGRAMMING**

January 13, 2026

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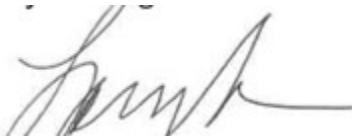
### **CONCLUSION**

Upon receiving City Council direction, staff will initiate the substantial amendment process to properly allocate the CDBG and CDBG-CV funds following HUD requirements.

Respectfully submitted,



**RICARDO REYES**  
City Manager



**LOUIS MORALES, Director**  
Community Development Department

## ITEM 7



# CITY OF HUNTINGTON PARK

Community Development Department  
City Council Agenda Report

January 13, 2026

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Mayor and Members of the City Council:

## **CONSIDERATION AND AUTHORIZATION TO RELEASE THE FISCAL YEAR (FY) 2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) NOTICE OF FUNDING AVAILABILITY (NOFA)**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Authorize City Manager to execute all documents for transmittal of the FY 2026-2027 NOFA.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The United States Department of Housing and Urban Development (HUD) mandates that all entitlement grantees submit an Annual Action Plan (AAP) that is in alignment with its Five-Year Consolidated Plan. The Consolidated Plan provides a strategic framework for the City's housing and community development goals and sets the vision for allocating federal resources to housing, homelessness, community development, and special needs. The Annual Action Plan is a funding strategy that articulates the City's utilization of CDBG and HOME grant funds and other available resources to undertake programs and projects that will help the City meet the goals and objectives outlined in the Five-Year Consolidated Plan.

In accordance with this requirement and to ensure an open and competitive process, the City of Huntington Park has prepared the Fiscal Year (FY) 2026-2027 CDBG and HOME Notice of Funding Availability (NOFA) to be published in a newspaper and invite eligible organizations to submit applications for funding.

### **Anticipated FY 2026-2027 Allocations**



## **CONSIDERATION AND AUTHORIZATION TO RELEASE THE FY 2026-2027 CDBG AND HOME NOFA**

January 13, 2026

Page 2 of 3

The anticipated FY 2026-27 allocation for CDBG is \$544,838; this amount is inclusive of a Voluntary Grant Reduction (VGR) to address old audit findings. The anticipated FY 2026-2027 allocation for HOME is \$450,000.

### ***CDBG Funding Categories and Funding Limitations***

The CDBG funding has six main categories of eligible activities defined by HUD: (1) Public Services, (2) Public Facilities & Improvements, (3) Economic Development, (4) Housing (including Housing Rehabilitation), (5) Acquisition, Demolition, Code Enforcement and (6) Planning and Administration. Federal regulations limit the amount that can be spent on two categories: public services, and planning and administration. The public services category has a maximum spending cap of 15% of the grant allocation and any program income received during the previous fiscal year. The planning and administration cap is no more than 20% of the City's CDBG entitlement grant and program income received in the previous fiscal year.

### ***HOME Funding Categories and Funding Limitations***

The HOME program fund is restricted to affordable housing activities. The main categories to allocate funds are: (1) Homeowner Rehabilitation, (2) Homebuyer Assistance, (3) Rental Housing, (4) Tenant-Based Rental Assistance (TBRA), (5) Community Housing Development Organization (CHDO) Set-Aside, and (6) HOME Program Administration. Federal regulations limit the amount that can be spent on two categories: CHDO and HOME Administration. At least 15% of the City's HOME entitlement grant for the fiscal year must be set aside for specific activities to be undertaken by a CHDO and no more than 10% of the City's fiscal year allocation may be used for HOME planning and administration.

### ***Application Requirements and Evaluation Criteria***

Agencies that propose activities that align with HUD eligibility requirements and the City's community development priorities are encouraged to apply. The NOFA will direct interested parties to submit the FY 26-27 Subrecipient Application. The evaluation criteria includes reviewing applications for eligibility, feasibility, and consistency with the City's Consolidated Plan (ConPlan) goals. Recommendations will then be presented to the City Council for consideration as part of the Annual Action Plan (AAP) development and approval process.

# CONSIDERATION AND AUTHORIZATION TO RELEASE THE FY 2026-2027 CDBG AND HOME NOFA

January 13, 2026

Page 3 of 3

## ***Key Deadlines***

AAP Proposed Schedule contains detailed dates to ensure timely submittal of the AAP to HUD which is typically on May 15, 2026. Below are the key deadlines:

Action	Date
Submit NOFA Public Notice to Newspaper	1/15/2026
NOFA Mandatory Workshop	2/26/2026 at 10AM
City Council Public Hearing #1	3/10/2026
City Council Public Hearing #2	4/28/2026
Submit AAP to IDIS	5/4/2026

## **FISCAL IMPACT/FINANCING**

There will be no fiscal impact on the General Fund. Approved activities will be funded through the HOME and CDBG grants which are reimbursable to the City.

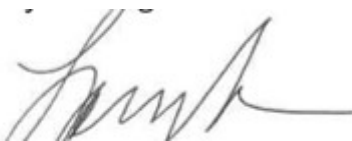
## **CONCLUSION**

Upon the Council's direction, staff will proceed with actions as directed.

Respectfully submitted,



RICARDO REYES  
City Manager



LOUIS MORALES, Director  
Community Development Department