

Department of Cultural Affairs (DCA), City of Los Angeles 2009 Request for Qualifications (RFQ) Summer Night Lights Mayor's Initiative

Approximate time to read and create a proposal = 4 hours

Overview:

DCA will pre-qualify approximately 50 creative community educators (25 master teachers and 25 community teachers) for possible participation in the 2009 Summer Night Lights gang reduction program, a special initiative of the Office of the Mayor. Selected educators must be available and willing to conduct workshops between July 8 and September 5, 2009 on Wednesday, Thursday and Saturday nights from 7:00pm to midnight at one of the 15 assigned sites. Each selected master teacher may choose his/her own paid apprentice.

The goal of Summer Night Lights is to reduce crime and youth violence in specific neighborhoods by offering positive alternatives during target hours. SNL includes extensive sports activities (e.g. basketball, marbles, skateboarding, and soccer). DCA seeks to include fine arts, crafts and other creative-cultural and artistic educational activities such as: dance (e.g. movement therapy), design (e.g. fabric arts and sewing), fashion illustration, furniture making/refinishing, gardening, jewelry design/fabrication, low-cost nutritional cooking, make-up/ special effects, martial arts, media (e.g. photography/video), music (e.g. drumming, dj classes, spoken word), theater (e.g. acting techniques, storytelling) and visual arts (e.g. T-shirt silkscreen-printing, custom car painting).

Selected master teachers must provide three workshops each night at each site for different age groups of youth (ages 5-20); each session will be 80 minutes. Master teachers should be able to start and progress participants depending upon age, frequency of attendance, and skills. Inspired and talented youth will be encouraged to become apprentices in future years.

Selected community teachers are required to provide special community classes on Saturdays as unique activities for adults/families. 2 sessions of 2 hours each is expected.

All selected creative community educators must make themselves available for approximately 20 hours of dialogue, planning, training and registration activities before SNL launches on July 8. At publication time, the following dates/times are confirmed and applicants are asked to clear their schedules for: interviews May 21 or 22, contract signing June 4 or 5, and certification training June 8, 8:30am -5pm and June 9, 8:30am - 5pm.

2009 Summer Night Lights Sites and Council Districts:

- Cypress Park – Northeast, Council District 1
- Rampart community site TBD, Council District 1
- Hubert Humphrey Park – Pacoima / Foothill, Council District 7
- Sepulveda Park – Panorama City / Mission, Council District 7
- Mt. Carmel Park – Florence / Graham, Council District 8
- Expo Park – Southwest II, Council District 8
- Vann Ness Park – 77th II, Council District 8
- Ross Snyder Park – Newton, Council District 9
- Jim Gilliam Park – Baldwin Village, Council District 10
- Glassell Park – Northeast, Council District 13
- Ramon Garcia Park – Boyle Heights / Hollenbeck, Council District 14
- Ramona Gardens Housing Project - Hollenbeck, Council District 14
- Nickerson Gardens Housing Project – Southeast / Watts, Council District 15
- Jordan Downs Housing Project – Southeast / Watts, Council District 15
- Imperial Courts Housing Project – Southeast / Watts, Council District 15

If the applicant has had experience working at any of these sites, or with similar populations, please include this information in the narrative portion of the application.

Eligibility:

Candidates with a minimum of two years experience are encouraged to apply. Non-profit organizations experienced in providing arts, cultural and innovative social service programs to at-risk youth may sponsor one or two candidates and these candidates may be full-time, part-time or contractual employees of the sponsoring non-profit organization. Non-profit organizations are advised that each candidate-teacher must submit a separate proposal into the competition. DCA will contract with independent creative community educators or the non-profit organizations that sponsor them. In the cases where successful applicants are sponsored by a non-profit agency, the organization's name may be affiliated with the classes.

Full and part-time employees of any departments of the City of Los Angeles are not eligible to apply.

Letters of Recommendation/Support

Candidates should provide at least one letter from a school, social service agency, arts community leader or professional colleague. An additional letter of support and explanation may be included when a candidate is sponsored by a non-profit agency.

Compensation:

Payments will be made in three installments, so community educators are not waiting for reimbursements.

- Master teaching-artists will receive an honoraria of \$7,200 for training, administration and teaching three nights per week (which is approx. \$37 per hour)
- Apprentices selected by master teaching artists will receive honoraria of \$1,500 for training, administration and working three nights per week (which is approx. \$13 per hour)
- Community teachers for Saturday adult/family activities will received \$1,300 for training, administration and 8 workshops (which is approx. \$20 per hour)

Additionally, DCA and the Mayors office will provide modest budgets for materials and equipment (with the intension to have most of these secured through donations). Candidates should include material equipment budgets of between \$200 and \$5000 with their applications.

SNL concludes with one or more celebratory festivals. Educators and their students are expected to participate. Small stipends maybe available to selected community educators for time and materials for these celebrations.

RFQ Submission Deadline: May 1, 2009 at 6:00pm (this is not a postmark deadline)

Mail or deliver grant applications to:

Cultural Grants Program, Department of Cultural Affairs
201 N. Figueroa Street, Suite 1400, Los Angeles, CA 90012
Monday through Friday between 8:30am and 5:30pm
213. 202. 5566

Typing and Printing Your Application Online

Read and follow all directions to ensure that your application is complete, accurate, and arranged in the proper order. Handwriting on the forms attached, scanning and typing over the forms attached, or approximating the forms by retyping the questions in bold and following with your answers, are all acceptable ways to submit proposals.

Printing and Submitting Your Application

DCA's review process requires applicants to prepare, collate, and submit 8 sets of paper materials and one artistic sample. Please use the Submission Checklist on page 3 to submit sets according to instructions.

Summer Night Lights Guidelines and Application

Instructions

Answer the following questions on no more than one (1) single-sided, 8½" x 11" sheet of paper. List each question with your responses. Please refer to the scoring criteria to determine what information to submit. Do not use computer type smaller than 10 point. Label the top left corner of each page with your name. Cover your description with a completed Project Summary.

Narrative Questions

1. Briefly outline your proposal. What are the overall goals of your project? Describe your history and your ability to implement your workshop series. Emphasize any special training, experiences, fluencies, or expertise that will benefit the project.
2. On a separate page provide a detailed outline of all materials necessary for your workshops and provide a budget request based on 20 students per night, three nights per week for 8 weeks, or 2 Saturday classes per week for 8 weeks.

Also Include:

- A current chronological resume which includes your teaching experience, community work, accomplishments, as well as education/training, degree(s) earned, prior residency experience and other information relevant to your proposed project.
 - One letter of recommendation, and an additional letter of support/explanation if you are sponsored by a non-profit organization.
 - One Artistic Work Sample that demonstrates your ability to work with youth. (DVD is preferable).
 - Complete and attach Addendum C, found on page 7 of this document.
-

Summer Night Lights RFQ Submission Checklist

Please arrange all materials in the order listed below, in **8 sets** separated with size-appropriate binder clips. Each set should be identified as "Original" (1), "Copy" (2), or "Supplemental" (3-8) and numbered. Please do not use title pages, tables of contents, or any superfluous pages. Please do not use folders or other binders. All eight sets should be submitted together in a single large envelope.

Submission checklist:

- Summer Night Lights RFQ Project Summary Sheet with original ink signature
- Program Description (one page maximum) and Materials Budget (one additional page)
- Resume (maximum of five pages)
- Artistic Documentation Index (Addendum A)
- Letter(s) of Recommendation
- Addendum C, (to be included in the Original Set and Copy#2 Set ONLY)
- Artistic Work Sample (DVD is preferable).
- One self-addressed, stamped envelope (SASE) for the return of the Artistic Work Sample. Please make sure to include enough postage (in stamps, not a date postage-meter sticker) for the return of your artistic work sample. If no SASE is submitted, or if insufficient postage accompanies your SASE, the work sample will be discarded after it is reviewed

Copy #2 Set consists of photocopies of everything above, but does not include an Artistic Work Sample or an SASE.

Supplemental Copies (Sets #3 through #8) consist of photocopies of everything above, but does not include Artistic Work Sample, an SASE or Addendum C.

Please do not submit any original materials or unique work samples. Please keep a copy of your application for yourself.

DCA offers two other grant opportunities for individual artists:

- Artist-in-residency grants for community-based/teaching artists to coordinate participatory workshops and presentations in non-arts venues; and
- Master fellowships for mid-career literary, media, performing, and visual artists to create new solo work, which the City will premiere in a group performance or exhibition as well as promote in a beautiful, collectable catalogue.

To learn more about these programs, go to culturela.org

Review Process

Peer Panel Review

DCA will use (a) peer panel(s) to review, compare, score, rank and recommend applicants for the Summer Night Lights Program. Peer panels of artists, arts administrators, educators, art enthusiasts and other experts are selected from a pool of submitted questionnaires and resumes. Consideration is given to creating teams with demographics appropriate for each category and reflective of the City including artistic expertise, gender, geographic knowledge and cultural understanding. Peer panels are charged with reviewing all eligible proposals, discussing project worthiness, making comments and assigning numerical scores. Individually, each panelist considers the applications in relation to Cultural Affairs' goals and criteria and in comparison to other applications. Panelists score each application up to 100 points. After individual review and consideration, the panelists gather for collegial discussion at one or more group meetings, wherein average scores are computed and final rankings determined.

Role of DCA Grant Program Staff & Approval of Panel Recommendations

The staff conducts informational workshops, audits incoming applications, coordinates and facilitates panel meetings, and evaluates the grant process, panelists and results each year. DCA staff carries all panel recommendations forward for approval by DCA's Executive Director. **Representatives of the Mayor's Office of Gang Reduction and Youth Development and other SNL participants will interview DCA's pool of creative community educators and use their discretion to select and position 15 to 30 grantees at specific sites.** Awards are contingent upon the City's adopted budget and are not official until a contract between the applicant and the City of Los Angeles is fully executed.

Summer Night Lights RFQ Project Summary Sheet

Applicant Contact Information

Legal name: _____ Professional name (if different): _____

Sponsor Organization (optional): _____

Address (street, city, zip code): _____

Mailing address (if different from above): _____

Phone number: _____ Alternate Phone number: _____

Fax: _____ Email: _____

Website/MySpace address (or equivalent): _____

Topic Categories (check one only):

- Culinary Dance/Martial Arts Design Literary Art Fashion Folk Art
 Media Mixed Categories Music Theatre Visual Art Other

Applicant location information:

Council District in which the applicant resides and/or works (check no more than two or indicate residence elsewhere in Los Angeles County):

- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Elsewhere in Los Angeles County _____

Briefly describe how many years you have been teaching community workshops as well as the age ranges and types of your past students:

Certification: I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge. If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee. If my/our application is selected for a grant in the peer review, I/we will be pre-qualified for DCA Public Art opportunities.

Applicant: _____

Signature

Date

Addendum A - Artistic Documentation Index

Sample Documentation Instructions

Sample documentation is crucial for evaluating the quality of the applicant and/or project. Samples should be recent, of high quality, and as relevant to the application and/or project as possible. Label each sample clearly with the name of the applicant and the corresponding work sample letter (A, and C,) from the Sample Documentation Index.

Preview the documentation before submitting to ensure that there are no technical problems that might interfere with the panel's review of the work. Panelists generally spend no more than three to five minutes on the work sample(s) for each application.

Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed.

Specific Instructions for Sample Documentation

Make sure that the letter (A, B, C, or, D) on the Sample Documentation Index corresponds to the letter on the sample work itself. Each different DVD, CD, Publication or CD-ROM should be considered one work sample. Applicants may submit one primary sample. The following are accepted formats for submission:

- **DVD (Strongly encouraged for most topic categories so that panelists panel can see educator in action both teaching and presenting professional work):** Up to 5 minutes. In general for the performing arts, panelists prefer to review substantive artistic excerpts rather than short edited clips with heavy narration. List each different DVD as one work sample on the Artistic Documentation Index. Include track/chapter information in the Artistic Documentation Index. Place selection(s) in priority order.
- **Images on CD ROM (Possible for Visual Arts):** Up to 10 images. Digital files of completed artwork. All images must be numbered (1 through 10). Digital files must be in JPG format, 300 DPI, 5MB or smaller. This format is best used for exhibition materials.
- **Published Materials (Possible for Literary Arts):** 8 copies of three items (e.g. past marketing materials lesson plans, books,) that exemplify the promotions, process and products of prior creative community work

REQUIRED: Sample A DVD CD-ROM Published Materials

Title	Artist(s)	Date work completed	Track(s) or Chapter(s)	Sample Running Time

Briefly describe the artistic sample and explain the relationship of the artistic sample to the application.

Cultural Diversity Research Page (for all applicants)

The Department of Cultural Affairs is committed to the equitable distribution of arts funding to the diverse cultures of Los Angeles. The information on this page is used to monitor our progress in achieving this goal. Your responses are confidential and are used for internal purposes only.

Name of Applicant: _____

Topic Category of Proposal:

City of Los Angeles Council District Affiliations:

Check below the Council District (1 - 15) in which the applicant lives and works, and/or identify the name of any other city in Los Angeles County.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Elsewhere in Los Angeles County: _____

Ethnic Demographics: Please complete the following chart.

Ethnic Heritage of Proposed Project Personnel	Number
A. African	
B. Asian	
C. Latino/Hispanic	
D. European/Caucasian	
E. Middle Eastern	
F. Native American	
G. Pacific Islander	
H. Mixed Heritage	
I. Other:	
TOTAL	

Non-ethnic Special Constituency Demographics: Check any special constituencies that you represent

- Gay/Lesbian/Bisexual/Trans-gender
- Immigrants/New Arrivals in the US
- Low Income Person
- Prior Adult/Juvenile Corrections Residents
- Professional or Working Artist
- Prior Homeless Persons
- Person Involved in Addiction or Rehabilitation Groups
- Person with Chronic Illnesses (HIV, cancer...)
- Persons with Physical or Mental Disabilities
- Senior
- Woman specializing on women's issues

Appendix B - Legal and Contractual Requirements

Acceptance of a Lesser Award

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

Affirmative Action

In the performance of an agreement, the contractor shall abide by and conform to any and all applicable laws of the United States, State of California and the ordinances, regulations and policies of the City of Los Angeles and its agencies. The Department of Cultural Affairs and the City of Los Angeles are committed to providing equal employment opportunity and affirmative action.

The Grant Program is an extension of this basic policy. The contractor shall not discriminate in its employment practices against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, gender, sexual orientation, age or physical disability.

Amendments or Extensions

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

Assurance of Compliance

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

Availability of Services

If funded by the City of Los Angeles, each applicant shall agree to exercise all reasonable efforts to ensure, to the greatest extent feasible, that the cultural and artistic services contracted by the City are made available to low-income youth, senior citizens groups, persons with disabilities, people from culturally diverse backgrounds and other traditionally underrepresented audiences.

Business Tax Exemption

The City Clerk's Tax and Permit Division is responsible for the collection of various taxes, fees, and charges as required under the Los Angeles Municipal Code, Section 21.03 L.A.M.C. (Imposition of Tax), which requires persons engaged in any business or occupation within the City of Los Angeles to register and pay the required tax due. Businesses, including vendors, owing a business tax are issued a Business Tax Registration Certificate (BTRC). In some cases, businesses are not required to pay a business tax, depending on the nature and location of their work. In those cases, the vendor is issued a Vendor Registration Number (VRN). In order to be paid under contract with the City, a Tax Registration Certificate Number (TRC) or Vendor Registration Number (VRN) must be provided to the Controller's Office. Nonprofit organizations may apply for an Exempt Tax Registration Certificate.

Contract Termination and Disencumbrance

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

Equal Benefit Ordinance (EBO)

The EBO covers any City agreement over \$5,000. If the grant candidate is awarded an agreement, the EBO requires that during the performance of the City agreement, the contractor (as defined) who provides benefits to its employees and their spouses must also provide equal benefits to domestic partners of its employees. The contractor must certify that it will end discrimination in the provision of benefits and post a copy of that pledge in a conspicuous place. The contractor must also allow authorized City representatives to review records so the City can verify compliance.

Financial Management

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

Independent Contractor Status

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

Indemnification

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

General Liability/Special Event Insurance

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

called PROMPT COVER, which provides liability coverage for short-term special events.

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

Location Requirement

All funded activities must take place within the City of Los Angeles. DCA reserves the right to negotiate the relocation of grant-funded activities. Publications and broadcasts must have documented distribution to the citizens of the City. Changes are not normally allowed and if allowed, are instituted by an official Amendment, which can take 30-60 days and may require a reduction in the grantee's funding.

Office for AccessAbility

The Office for AccessAbility assists individuals and organizations in making arts activities accessible to older adults, persons with disabilities and those in institutions. You may contact the office (202.682.5530 or 202.682.5496 Voice/TTY) for assistance and materials, including model project guidelines and examples of how arts groups make their programs available to special constituencies. The Arts and 504 Handbook was updated and is now published as Design for Accessibility: A Cultural Administrator's Handbook. It can be downloaded from the NEA website at www.nea.gov/resources/Accessibility/pubs/DesignAccessibility.html. Hard copies can be ordered by calling (202) 347-6352 or through the web at www.nasaa-arts.org/publications/design_access.shtml.

Ownership, Copyright, Royalties and Credit

DCA does not claim ownership, copyrights, royalties, or other claims to artwork produced as a result of a Cultural Grant. However, the Department of Cultural Affairs does reserve the right to reproduce and use such materials for official or noncommercial purposes.

Payments and Reporting

Cultural Grants are reimbursement monies, with payments upon contractual benchmarks. Organization applicants must be prepared to leverage its project with matching funds as well as provide timely and complete invoices to DCA of real expenses and wait fifteen to thirty days for city checks to be processed. Incomplete invoices will be returned and will slow the reimbursement process. The invoicing procedures are fully explained in contract information packets, and include the following information:

- A percentage of each DCA grant is available after contract execution upon receipt and acceptance of an invoice form. If/as instructed by the staff, grantees should submit a list of planned expenses.
- For final payment grantees must submit a final invoice, a final financial report, a final narrative report and documentary materials. The final financial report must outline income from all other sources. Generally this must be submitted no more than 45 after completion of the contractual services.
- All final reports and invoices for outstanding DCA funding must be submitted to the DCA prior to opening any new grant contracts. Organizations or individuals that have not completed previous services, contracts and/or required paperwork may be ineligible to receive future DCA grant funding.

Potential Penalties

Grant recipients should understand and agree that DCA or Grant Program staff may assess one or more financial penalties for issues such as:

- Requesting and processing contract extensions or amendments to contract language
- Processing invoices and reports that are received later than forty-five (45) days after the closing date of any contract term
- Failure to provide proper credit to the Department of Cultural Affairs with use of the proper statement and logo
- Failure to repay an arts loan in which Cultural Affairs funds have been used as collateral
- Mitigation of complaints when grant-supported projects fail to serve the City or the general public as outlined in the contract or original proposal

- The Department cannot offer extensions or amendments after April 1.

Public Acknowledgement

Each grant recipient shall credit the City of Los Angeles DCA for its contractual support of the project, exhibition, film, broadcast or performances and all public workshops in all printed and broadcast promotion, brochures, press releases, posters, programs, handbills and other promotional material. Materials and/or photographs crediting the Department of Cultural Affairs, City of Los Angeles are a required part of invoicing documentation. Penalties of \$50 – \$500 may be assessed for inaccurate credit or failure to provide appropriate public acknowledgement. Arts organizations and artists awarded City of Los Angeles contracts for cultural services must include the following credit line and the current logo in all publications, programs, press releases, season brochures, lobby displays, advertising and every mode of public communications: "This project is supported in part by a grant from the Department of Cultural Affairs, City of Los Angeles."

It is important that the citizens of Los Angeles know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Los Angeles. All contractors should recognize Cultural Affairs in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future contracting opportunities.

Service Contract Worker Retention Ordinance and Living Wage Policy

If a grant of greater than \$25,000 is awarded, the applicant's contract will be subject to the provisions of the City's Service Contract Worker Retention Ordinance (SCWRO), Section 10.36 et seq., and the Living Wage Ordinance (LWO), Section 10.37 et seq. of the Los Angeles Administrative Code. The said Ordinances require that – unless specific exemptions apply – all employers (as defined) under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or a receipt in excess of \$25,000 or a contract term of at least three (3) months, lessees, licensees, or certain recipients of City financial assistance, generally shall provide the following:

- Retention by a successor contractor for a 90-day transition period of the employees who have been employed for the preceding 12 months or more by the terminated contractor or subcontractor earning less than \$15 per hour in salary or wage, as provided in the SCWRO
- Payment of a minimum initial wage rate to employees as defined in the LWO of \$9.71 per hour with health benefits of at least \$1.25 per hour; or, otherwise \$10.96 per hour (these hourly rates were established for July 2007 - June 2008, and will be adjusted annually by the City of Los Angeles each July 1, so call 213.847.6480 for updated rates, or go to lacity.org/bca)
- Provision of at least 12 compensated days off per year for sick leave, vacation or personal necessity at the employee's request, and at least 10 additional days per year of uncompensated time off for sick leave

Workers' Compensation

By signing this application, the applicant hereby certifies that he/she is aware of the provisions of Section 3700 et seq. of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code.

Locating City Council Districts

The City of Los Angeles is composed of many communities (i.e. Sunland, Hollywood, Northridge) and fifteen City Council Districts. Each district has a publicly elected official, a Councilperson, as its representative. Council District locations can be determined by going to the City's website, lacity.org, looking for 'my neighborhood' and typing in an address at the prompt. If you cannot clearly locate your district on the web site, **call the City Clerk's Office at 213.978.1020** with your exact street address, and the clerk will confirm the district of the location.

Council District 1

Ed Reyes
213.473.7001, 213.485.0763,
Echo Park, Highland Park,
Chinatown, Elysian Park, Koreatown,
Lincoln Heights, MacArthur Park,
Mount Washington
councilmember.reyes@lacity.org

Council District 2

Wendy Greuel
213.473.7002, 818.352.3287,
818.755.7676
Sunland, Tujunga, Shadow Hills,
North Hollywood, Studio City,
Mission Hills
councilmember.greuel@lacity.org

Council District 3

Dennis Zine
213.473.7003, 818.756.8848
Reseda, Canoga Park (South
of Roscoe), Woodland Hills, Tarzana
councilmember.zine@lacity.org

Council District 4

Tom LaBonge
213.473.7004, 818.755.7630
323.957.6415
Griffith Park, North Hollywood
(East of Colfax Ave.),
Toluca Lake, Wilshire (South of
Melrose, East of Highland Ave.)
councilmember.labonge@lacity.org

Council District 5

Jack Weiss
213.473.7005, 310.289.0353
818.756.8083
Bel Air, Sherman Oaks, Fairfax,
Pico-Robertson, Brentwood,
Westwood, Valley Village, Encino,
Palms, West Los Angeles
councilmember.weiss@lacity.org

Council District 6

Tony Cardenas
213.473.7006, 818.778.4999,
818.756.7558
Arleta, Sun Valley, Panorama City,
Van Nuys, Pacoima
councilmember.cardenas@lacity.org

Council District 7

Richard Alarcón
213.473.7007, 818.756.8409,
818.756.9115
Sylmar (East of 5), Mission Hills,
Lakeview Terrace
councilmember.alarcon@lacity.org

Council District 8

Bernard C. Parks
213.473.7008, 213.485.7616,
323.293.9467
USC, Exposition Park,
Baldwin Hills, Leimert Park,
Crenshaw, West Adams,
Vermont-Knolls, Village Green,
Watts, Western (South of I-10)
councilmember.parks@lacity.org

Council District 9

Jan Perry
213.473.7009, 323.846.2651
Southern edge of Chinatown,
Downtown, Little Tokyo,
Central City East,
South Central L.A. to 82nd St.
councilmember.perry@lacity.org

Council District 10

Herb J. Wesson, Jr.
213.473.7010, 323.733.8233
West of Western, East of
National and Sawtelle,
North of Rodeo, South of Wilshire
councilmember.wesson@lacity.org

Council District 11

Bill Rosendahl
213.473.7011, 310.568.8772,
310.575.8461
Brentwood, Venice, Playa Del Rey,
Westchester, Mar Vista
councilmember.rosendahl@lacity.org

Council District 12

Greig Smith
213.473.7012, 818.756.8501,
818.701.5253
Granada Hills, Chatsworth,
Canoga Park, Reseda, Winnetka,
Northridge
councilmember.smith@lacity.org

Council District 13

Eric Garcetti
213.473.7013, 323.957.4500
Silver Lake, Echo Park,
Hollywood, Atwater Village,
Glassel Park, Mount Washington
councilmember.garcetti@lacity.org

Council District 14

Jose Huizar
213.473.7014, 323.226.1646,
323.254.5295, 323.526.3059
Eagle Rock, El Sereno,
Boyle Heights, Highland Park
councilmember.huizar@lacity.org

Council District 15

Janice Hahn
213.473.7015, 310.732.4515,
213.473.5128, 310.327.4482,
310.233.7201
San Pedro, Wilmington, Harbor City,
Harbor Gateway, Watts
councilmember.hahn@lacity.org

Although the City of Los Angeles cannot support the presentation of your project in another city, you may designate for your organization's headquarters an unincorporated area or one of the municipalities in Los Angeles County: Agoura Hills, Alhambra, Arcadia, Artesia, Avalon, Azusa, Baldwin Park, Bell, Bell Gardens, Bellflower, Beverly Hills, Bradbury, Burbank, Calabasas, Carson, Cerritos, Claremont, Commerce, Compton, Covina, Cudahy, Culver City, Diamond Bar, Downey, Duarte, El Monte, El Segundo, Gardena, Glendale, Hawaiian Gardens, Hawthorne, Hermosa Beach, Hidden Hills, Huntington Park, Industry, Inglewood, Irwindale, La Canada-Flintridge, La Habra Heights, Lakewood, La Mirada, Lancaster, La Puente, La Verne, Lawndale, Lomita, Long Beach, Lynwood, Malibu, Manhattan Beach, Maywood, Monrovia, Montebello, Monterey Park, Norwalk, Palmdale, Palos Verdes Estates, Paramount, Pasadena, Pico Rivera, Pomona, Rancho Palos Verdes, Redondo Beach, Rolling Hills Estates, Rosemead, San Dimas, San Fernando, San Gabriel, San Marino, Santa Clarita, Santa Fe Springs, Santa Monica, Sierra Madre, Signal Hill, South El Monte, South Gate, South Pasadena, Temple City, Torrance, Vernon, Walnut, West Covina, West Hollywood, Westlake Village, and Whittier.