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**COUNTY OF LOS ANGELES
 WORKFORCE DEVELOPMENT, AGING
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To enrich lives through effective and caring service

August 08, 2017

ADOPTED

BOARD OF SUPERVISORS
 COUNTY OF LOS ANGELES

19 August 8, 2017

The Honorable Board of Supervisors
 County of Los Angeles
 383 Kenneth Hahn Hall of Administration
 500 West Temple Street
 Los Angeles, California 90012

LORI GLASGOW
 EXECUTIVE OFFICER

Dear Supervisors:

DELEGATE AUTHORITY TO EXECUTE NEW FREEDOM (NF): VOLUNTEER DRIVER MILEAGE REIMBURSEMENT PROGRAM (VDMR) CONTRACT WITH INDEPENDENT LIVING PARTNERSHIP (ILP) (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Workforce Development, Aging and Community Services (WDACS) seeks delegated authority from your Board to execute a contract, upon Board approval, with Independent Living Partnership (ILP). The Volunteer Driver Reimbursement Program (VDMR) is a client-centered volunteer program designed to enhance access to transportation for elderly and disabled adults (otherwise referred to herein as "Clients"). The program compensates Clients who utilize and in turn reimburse volunteer drivers for County-approved purposes, such as medical visits, grocery store shopping, social functions or attending outreach events and functions at their local senior center.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of WDACS or designee, to execute a contract with ILP for the provision of New Freedom (NF) VDMR Program services for a contract term upon Board approval through June 30, 2018, with an option to extend the contract from July 1, 2018 through September 27, 2019, for a total amount of \$476,400 for the entire term.
2. Delegate authority to the Director of WDACS, or designee, to: execute contract amendments as needed throughout the contract term, make standard updates to the contract terms and conditions and/or increase the contract amount in response to the availability of funding and based on contractor performance provided that: (i) any increase does not exceed 10% of the maximum contract sum the contractor receives, except to allocate unspent funds from one year to the next, and the total allocation does not exceed funding availability; and (ii) approval of Counsel as to form is

obtained prior to any such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable WDACS to administer the NF VDMR Program for the contract term upon Board approval. This Program is a Client-centered transportation program that gives participants the opportunity and responsibility to select and recruit one or more Volunteer Drivers for their transportation needs. Drivers can be selected from a wide range of individuals including family, friends, and neighbors. Volunteer Drivers utilize their personal vehicles when providing transportation to Clients. The transportation services are mutually agreed upon and arranged between the Client and the Volunteer Driver.

The Program complements public transportation by compensating Clients who are unable to access public transportation due to disability and/or geographical location, by designating and reimbursing volunteers to transport them. This program is countywide, and is projected to serve approximately 500 to 800 clients a month. Program eligibility criteria is based on age or disability, with no income requirement. Outreach and enrollment efforts will be conducted by WDACS. Applicants may apply online, by mail or phone, or in person at WDACS Aging and Adult Services Headquarters. Program acceptance will be made on a first come first serve basis.

Clients can use the Program to meet their County-approved transportation needs, such as medical, grocery, banking, or life enriching activity, within specified monthly limits. There is no limit on the number of monthly trips, but total mileage must not exceed 150 miles per month. Clients will be reimbursed at the rate of 34 cents per-mile for all trips claimed. This rate was determined based on an examination of comparable mileage reimbursement programs, accounting for the higher costs in the County as well as the need to ensure program sustainability and maximize the number of individuals served. An algorithm was established based on the volume of participants projected for the program. The rate provides the optimal balance to ensure that the program is practical and appealing to prospective participants.

The Contractor will plan, organize, direct and monitor all administrative and operational activities related to the Program, including the compensation to Clients for mileage claims. In addition, Contractor will ensure all services are delivered under this Contract and within the time frames established by the County. This Contractor does not recruit or approve volunteers, which limits the risk and liability potentially associated with the use and recruitment of Volunteer Drivers. The County does not assume any responsibility for the Client's choice of a Volunteer Driver. However the department has an assessment tool that will be used for the approval of each application processed. The design of the Program is to empower the Client to select his or her own driver and reimburse their drivers from the mileage claims they submit. Both the County and the Contractor will provide guidelines to the Client on how to choose a driver.

Implementation of Strategic Plan Goals

The recommended actions support Countywide Strategic Plan Goal 1: Make Investments that Transform Lives.

Performance Measures

The Program's success will be measured based on the indicators established by the County. These measures include: the number of trips provided by mileage reimbursement funds, the cost per trip, and the timely submission of reimbursement forms and reimbursement checks. The County and the

Contractor will disseminate Client Satisfaction Surveys to measure how the Program impacts the quality of life for clients.

FISCAL IMPACT/FINANCING

There is no Net County Cost associated with the recommended actions. The Program is funded by the U.S. Department of Transportation (DOT) Federal Transit Authority (FTA) New Freedom Program. The Catalog of Federal Domestic Assistance (CFDA) number is 20.521. The cost estimated for this Program is \$476,400.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 3, 2015, WDACS entered into a Memorandum of Understanding (MOU) with LACMTA to address gaps in the existing transportation network for persons with disabilities and the very frail elderly. LACMTA is the pass-through entity for the DOT funding. The Catalogue of Federal Domestic Assistance number is 20.521.

CONTRACTING PROCESS

On March 22, 2016, WDACS released a Request for Proposals (RFP) to solicit proposals from qualified proposers to provide NF VDMR program services. The RFP was advertised in greater Los Angeles County newspapers, such as The Los Angeles Times, Los Angeles Daily News, San Gabriel Valley Tribune, Hoy, Long Beach Press Telegram, Antelope Valley Press, Daily Breeze and Los Angeles Sentinel. The RFP and all related documents were also posted and available on the WDACS and Internal Services Department (ISD) websites, which additionally notified approximately 500 registered vendors.

A total of four (4) vendors, including Independent Living Partnership (ILP), submitted proposals. ILP is being recommended for funding having met all of the RFP requirements, being the highest evaluated proposer, and having agreed to provide Program services to all Clients referred by WDACS. ILP is in compliance with all Board and CEO requirements.

MONITORING

WDACS will ensure that the approved contractor will be monitored for contract compliance and for adherence to administrative, programmatic, and fiscal requirements through the Department's Contract Compliance Division.

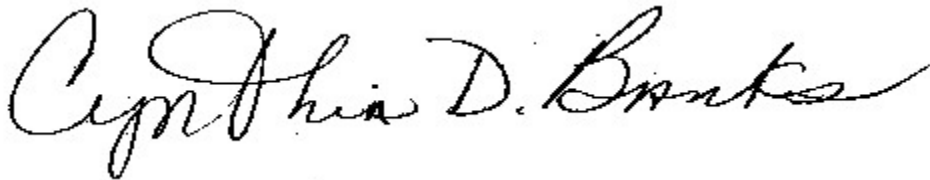
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Transportation has been a major issue identified by older adults in the County and this program will increase their access to important destinations, such as doctors, grocery stores and social functions. This Program will enhance the supportive services to the older adult population served by WDACS programs currently operating throughout the County by adding this transportation component. By enabling clients to reimburse a friend or neighbor who assists with their transportation needs, the Program may also help reconnect isolated individuals with their neighbors and communities, thereby empowering them to remain more independent and live happier lives.

CONCLUSION

Upon your approval of the recommended actions, the WDACS Director, or designee, will execute the contract noted herein. Should you have any questions, please contact me directly or your staff may contact Mr. Robert Brieff at (213) 738-2358 or rbrieff@wdacs.lacounty.gov.

Respectfully submitted,

A handwritten signature in black ink that reads "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS

Director

CDB:rb

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors