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County of Los Angeles COMMUNITY AND SENIOR SERVICES

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Enriching Lives Through Effective And Caring Services



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Cynthia D. Banks
Director
Otto Solórzano
Chief Deputy

May 15, 2012

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

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

23 May 22, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES: AUTHORIZATION TO ACCEPT OLDER AMERICANS ACT (OAA) TITLES III-B AND III-C (C-1 and C-2) GRANT AWARDS AND FUNDING AUGMENTATIONS AND APPROVAL OF FUNDING RECOMMENDATIONS TO EXECUTE GRANT FUNDED ELDERLY NUTRITION PROGRAM (ENP) CONTRACTS

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) accept Older Americans Act (OAA) grant awards and any additional funding from the California Department of Aging (CDA) for the funding period beginning July 1, 2012 through June 30, 2016; 2) execute contracts and contract amendments with the CDA throughout the funding period; 3) execute contracts and allocate funds for the contract term as a result of a Request for Proposals (RFP); 4) execute contract amendments within the contract term to increase or decrease contract amounts; and 5) execute Cost of Living Adjustments (COLA) to contract agencies consistent with the County's established policy and contract language. The Elderly Nutrition Program provides nutritional meals to eligible older adults at strategically located congregate sites and home-delivered meals to home-bound older adults.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of CSS, or designee, from the Los Angeles County Area Agency on Aging (AAA), Planning and Service Area (PSA) 19, to accept OAA Titles III-B and III-C (C-1 and C-2) grant awards including the initial contract award, One-Time-Only (OTO), Nutrition Services Incentive Program (NSIP) funds, and any additional funding thereto from the CDA for each year of the funding period beginning July 1, 2012 through June 30, 2016, under the following CDA contract numbers: 1) AP-1213-19 (for FY 2012-13); 2) AP-1314-19 (for FY 2013-14); 3) AP-1415-19 (for FY 2014-15); and, 4) AP-1516-19 (for FY 2015-16); and execute annual contracts and all future contract amendments with the CDA required for acceptance of these funds,

during the funding period, provided that: 1) the referenced CDA contract numbers do not change during the four-year funding period, and 2) the Director of CSS, or designee, notifies your Board and the Chief Executive Officer (CEO) in writing within ten (10) work days of accepting the funding.

2. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts in substantially similar form with twenty (20) agencies up to the maximum unit rate indicated on the Attachment, for the provision of elderly nutrition program services for a four-year contract term, effective July 1, 2012 through June 30, 2016, after County Counsel (Counsel) approval of the contract as to form. Overall funding for each agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the ENP in the County.
3. Authorize the Director of CSS, or designee, to execute contract amendments as needed throughout the contract term effective July 1, 2012 through June 30, 2016, in order to add, when possible, any relevant new or updated County contract terms; and to increase the contract amount in response to the availability of funding and based on contractor performance provided that: (a) any increase does not exceed 10% of the maximum contract sum stated in the Attachment, and the total allocation does not exceed funding availability, (b) approval of CEO and Counsel as to form, is obtained prior to any such amendment and (c) the Director of CSS, or designee, confirms in writing to your Board and the CEO within 30 days after such amendments have been executed. This action would ensure full expenditure of the ENP funds and is consistent with the Board's policy requiring review of contractor performance.
4. Authorize the Director of CSS, or designee, to execute and approve COLA increases or decreases to the contracted agency at the Director's discretion, consistent with the County's established policy and contract language.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the ENP for the contract term beginning July 1, 2012 through June 30, 2016. This program provides nutritional meals to older adults aged 60+ and their eligible companions. The types of services provided through this program include, but are not limited to, the following: meals served at congregate sites that are designed to maintain or improve the physical and social well-being of mobile older adults through appropriate nutrition services in group settings; meals delivered to home-bound seniors at their residences that are provided to maintain or improve the physical well-being of homebound older adults through improved nutrition; and telephone reassurance calls that are provided to home-delivered meal recipients that receive frozen meals or persons on waiting lists.

Performance Measures

The success of the ENP will be determined based on performance measures which align with State-mandated requirements.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

FISCAL IMPACT/FINANCING

The ENP is financed with OAA and Older Californians Act funds totaling an estimated \$13,700,000. In addition, \$133,000 in Net County Costs (NCC) funding is included in the Department's FY 2012-13 recommended Budget. This supplementation is intended to mitigate the number of older adults on wait lists and to offset the rising costs involved in providing quality nutrition services to eligible residents of Los Angeles County, excluding the City of Los Angeles. The total estimated available funds for the ENP are \$13,833,000.

Of the estimated CDA and Net County Cost (NCC) dollars totaling \$13,833,000, an estimated \$10,606,000 is allocated for ENP contracts, approximately \$1,190,000 will be used for administrative and programmatic costs and approximately \$1,500,000 is designated for NSIP. NSIP is an additional federal-based subsidy that is available throughout the FY for the nutrition services providers. The subsidy is to supplement the cost for food used in meals served under the OAA, and is based on the number of meals served. These funds are not allocated to each agency, but are paid at a rate of \$.54 for congregate meals and \$.60 for home-delivered meals until all funds are exhausted. Approximately \$537,000 will be allocated to CSS' Effective Nutritional Health Assessment and Networks of Care for the Elderly and Dietary Administrative Supportive Services Programs that provide supplemental nutrition education, counseling and monitoring services in conjunction with the ENP.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current ENP contracts are due to expire on June 30, 2012. CSS released a Request for Proposals in November 2011 to solicit proposals from qualified agencies to provide ENP services for a four-year contract term, commencing July 1, 2012 through June 30, 2016, contingent upon the availability of funds and contractor performance.

The agencies listed on the Attachment are being recommended for funding and are in compliance with all Board and CEO requirements.

The ENP contract contains COLA language that is consistent with current County policy. County Counsel approval as to form will be obtained prior to execution of the contract and any amendments. The CEO has reviewed this letter and concurs with the recommended actions.

CONTRACTING PROCESS

On November 30, 2011, CSS released a RFP to solicit proposals from qualified agencies to provide ENP services to eligible adults aged 60+ and their eligible companions. CSS sent over 600 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County Commission for Older Adults (LACCOA) members and current AAA-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, L.A. Watts Times, Antelope Valley Press, San Gabriel Valley Tribune, Daily Breeze, Daily News, Long Beach Press Telegram and HOY. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

In response to the RFP, twenty-two (22) agencies submitted a total of forty (40) proposals to provide ENP services. Twenty-two agencies applied for congregate meal services and eighteen (18) agencies applied for home-delivered meal/telephone reassurance services. Of the twenty-two agencies that submitted proposals, only two agencies did not pass the evaluation process.

The agencies listed in the Attachment are being recommended for funding have satisfied both of the following requirements: 1) met the minimum mandatory requirements identified in the RFP and 2) received a score of 700 or higher (out of a total of 1,000 possible) for each submitted proposal.

Monitoring

Monitoring of the ENP will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted biannually by an approved vendor procured through the Auditor-Controller.

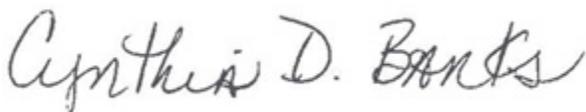
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will assure the continuation of ENP services throughout the County of Los Angeles enabling older adults to continue healthy, independent living.

CONCLUSION

Upon Board approval, please provide one copy of the adopted Board letter to Ms. Carol Domingo, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020 or via E-mail at: cdomingo@css.lacounty.gov. If you need to contact Ms. Domingo, her telephone number is (213) 639-6339.

Respectfully submitted,



CYNTHIA D. BANKS

Director

CDB:OS:MQ:

CD:MY

Enclosures

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

**COMMUNITY AND SENIOR SERVICES
AREA AGENCY ON AGING (AAA) - ELDERLY NUTRITION PROGRAM (ENP)
FY 2012-13 FUNDING SUMMARY**

ATTACHMENT

AGENCY	CONGREGATE MEAL (C-1)				HOME-DELIVERED MEAL (C-2)				TELEPHONE REASSURANCE (III-B)			GRAND TOTAL
	SUP DIST	FY 11-12	FY 12-13*	Variance	SUP DIST	FY 11-12	FY 12-13*	Variance	FY 11-12	FY 12-13	Variance	
1 Antelope Valley Committee on Aging	5	263,862	263,862	-	5	393,127	393,127	-	4,500	4,500	-	661,489
2 Azusa, City of	1	65,664	65,664	-	1	34,438	34,438	-	906	1,000	94	101,102
3 Burbank, City of	5	156,117	156,117	-	5	182,122	182,122	-	906	1,000	94	339,239
4 Casa Maravilla, Inc.	1	388,699	-	(388,699)	1	287,687	-	(287,687)	4,500	-	(4,500)	-
5 Claremont, City of	5	94,160	94,160	-				-				94,160
6 Culver City, City of	2,3	139,564	139,564	-	2	41,618	41,618	-	906	1,000	94	182,182
7 Dickson Community Lighted Schools	2	157,943	-	(157,943)	2	239,691	-	(239,691)	906	-	(906)	-
8 El Monte, City of	1	96,347	96,347	-				-				96,347
9 Gardena, City of	2	180,796	180,796	-	2	159,115	159,115	-	906	1,000	94	340,911
10 Glendale, City of	5	179,384	179,384	-	5	45,179	45,179	-	906	1,000	94	225,563
11 Human Services Association (HSA)	1,2,4	891,651	891,651	-	1,2,4	723,838	723,838	-	8,094	6,765	(1,329)	1,622,254
12 Inglewood, City of	2	292,672	292,672	-	2	286,378	286,378	-	4,500	4,500	-	583,550
13 Jewish Family Services of Los Angeles	3	61,522	61,522	-	3	105,390	105,390	-	906	1,000	94	167,912
14 Pomona, City of	1	151,030	151,030	-				-				151,030
15 San Fernando Valley, City of	3	46,803	46,803	-	3	37,074	37,074	-	906	1,000	94	84,877
16 San Gabriel Valley YWCA	1,4,5	882,171	1,270,870	388,699	1,4,5	637,906	925,593	287,687	4,500	6,765	2,265	2,203,228
17 Santa Clarita Valley Committee on Aging	5	209,005	209,005	-	5	367,782	367,782	-	4,500	4,500	-	581,287
18 South El Monte, City of	1	137,646	137,646	-	1	23,324	23,324	-	906	1,000	94	161,970
19 Southeast Area Social Services Funding Authority	1,4	318,452	318,452	-	1,4	319,077	319,077	-	4,500	6,765	2,265	644,294
20 Steelworkers Oldtimers Foundation	1,2,4	774,239	1,068,107	293,868	1,2,4	608,062	930,449	322,387	4,500	6,765	2,265	2,005,321
21 West Covina, City of	1	166,896	166,896	-				-				166,896
22 WISE and Healthy Aging	3	135,925	-	(135,925)	3	82,696	-	(82,696)	906	-	(906)	-
23 YWCA Metro Los Angeles	2,4	114,511	114,511	-	2	76,865	76,865	-	906	1,000	94	192,376
GRAND TOTAL		5,905,059	5,905,059	-		4,651,369	4,651,369	-	49,560	49,560	-	10,605,988

* Amount includes estimated Baseline C-1/C-2 and OTO for FY 2012-13.

Maximum Unit Rates:

Congregate Meal (American Meal) = \$4.60

Congregate Meal (Ethnic Meal) = \$5.65

Home-Delivered Meal (Hot) = \$5.65

Home-Delivered Meal (Frozen) = \$3.95

Telephone Reassurance (Phone Call) = \$.60