



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

June 24, 2008

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

Board of Supervisors  
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Fifth District

Dear Supervisors:

**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES: AUTHORIZATION TO  
ACCEPT OLDER AMERICANS ACT TITLE III GRANT AWARDS AND FUNDING  
AUGMENTATIONS, AND APPROVAL OF FUNDING RECOMMENDATIONS TO  
EXECUTE GRANT FUNDED ELDERLY NUTRITION PROGRAM CONTRACTS  
(ALL SUPERVISORIAL DISTRICTSAFFECTED) (3 VOTES)**

**SUBJECT**

Department of Community and Senior Services (CSS) seeks delegated authority to: 1) accept Older Americans Act (OAA) grant awards and funding augmentations from the California Department of Aging (CDA) for each year of a four-year funding period beginning July 1, 2008 through June 30, 2012; 2) execute contracts and allocate funds for the contract term as a result of a Request for Proposal (RFP); 3) execute contract amendments within the contract term to increase or decrease contract amounts; and 4) execute cost-of-living adjustments to contract agencies. The Elderly Nutrition Program (ENP) provides nutritional meals to eligible older adults at strategically located congregate sites and home-delivered meals to homebound older adults.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of CSS, or designee, from the Los Angeles County Area Agency on Aging (AAA), Planning and Service Area (PSA) 19, to accept funding for the Fiscal Year (FY) 2008-09 OAA Title III-B grant award of \$49,560, Title III-C grant award of \$9,440,176, and Nutrition Services Incentive Program (NSIP) in the amount of \$1,408,091 for a total grant amount of \$10,897,827 from the CDA (Contract No. AP-0809-19) for the provision of elderly nutrition services through the Congregate Meal Program (Title III C-1), Home-Delivered Meals Program/Telephone Reassurance Program (Title III C-2 and Title III-B), and NSIP for older adults aged 60+.

2. Delegate authority to the Director of CSS, or designee, to accept OAA Title III-B and Title III-C grant awards and funding augmentations from the CDA for each year of the contract period beginning July 1, 2008 through June 30, 2012, under CDA contract numbers: AP-0809-19 (for FY 2008-09), AP-0910-19 (for FY 2009-10), AP-1011-19 (for FY 2010-11), and AP-1112-19 (for FY 2011-12), and execute annual contracts with the CDA required for acceptance of these funds, provided that: 1) the referenced CDA contract numbers do not change during the four-year contract period; and 2) the Director of CSS, or designee, notifies your Board and the Chief Executive Office (CEO) in writing within ten workdays of accepting the funding.
3. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts in substantially similar form to Attachment A with 22 agencies at the negotiated reimbursement rate per agency indicated on Attachment B, for the provision of elderly nutrition program services for a four-year contract term effective July 1, 2008 through June 30, 2012. Overall funding for each agency is subject to the availability of funds each FY and the agency's performance in meeting the goals of the ENP in the County.
4. Authorize the Director of CSS, or designee, to execute contract amendments as needed throughout the contract term effective July 1, 2008 through June 30, 2012, to increase or decrease the maximum contract amounts in response to State funding and based on contractor performance and the total funds available, provided that: (a) the reimbursement rate per agency does not exceed the maximum allowed rate as indicated in Attachment B and the total allocations do not exceed funding availability; (b) approvals of County Counsel as to form and the CEO are obtained prior to any such amendment; and (c) the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed.
5. Authorize the Director of CSS, or designee, to execute and approve Cost-of-Living Adjustment (COLA) increases or decreases to contract agencies at the Director's discretion, consistent with the County's established policy and County 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, 2008 through June 30, 2012. 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 a group setting, 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 or persons on a waiting list that receive frozen meals.

### **Performance Measures**

To comply with federal and State funding source requirements and Los Angeles County's *Performance Counts!* Initiative, CSS has developed the following performance standards to measure program effectiveness for the ENP:

- Sustain or improve seniors health;
- Assist seniors live independently in their home for as long as possible; and
- Improve or maintain seniors' socialization.

Agencies are required to develop benchmark criteria for each performance standard. CSS will assess the agencies' performance during each monitoring visit.

### **Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Service Excellence; Goal 3: Organizational Effectiveness; and Goal 4: Fiscal Responsibility.

### **FISCAL IMPACT/FINANCING**

The ENP is financed with OAA and Older Californians Act grant funds received from the CDA annually. In addition, \$1,105,000 in NCC is included in the Department's FY 2008-09 Proposed Budget. This supplementation is intended to mitigate the number of older adults on wait lists and to help 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 available funds for the ENP are \$12,002,827.

Of the CDA and net County cost (NCC) dollars totaling \$12,002,827, \$9,858,445 is allocated for the nutrition program contracts, approximately \$736,291 will be used for administrative and programmatic costs and \$1,408,091 is designated for the 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 \$0.54 for congregate meals and \$0.60 for home-delivered meals until all funds are exhausted.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The current ENP contracts are due to expire on June 30, 2008. CSS released a Request for Proposal (RFP) in February 2008, to solicit proposals from qualified agencies to provide nutrition program services beginning July 1, 2008. The contract period originally advertised in the RFP was July 1, 2008 through June 30, 2009, for a one-year term with an option to extend the contract up to three additional years for a maximum contract term of four years. However, in order to streamline the contracting process and the execution of annual contract renewals, CSS has determined to extend the contract period to include four years, commencing July 1, 2008 through June 30, 2012, contingent upon the availability of funds and contractor performance.

The ENP contract (Attachment A) contains COLA language that is consistent with current County policy.

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

## **CONTRACTING PROCESS**

On February 28, 2008, CSS released an RFP to solicit proposals from qualified agencies to provide congregate and/or home-delivered meal nutrition services to adults aged 60+ and their eligible companions. CSS sent over 400 letters of interest from a compiled address list to potential bidders in all Supervisorial Districts, including all current nutrition service providers. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, the Daily News, and Hoy. The RFP and all related documents were also posted on the Internet through the Department's then public website at: [www.dcss.co.la.ca.us](http://www.dcss.co.la.ca.us).

Twenty-two agencies submitted a total of 40 proposals for congregate and/or home-delivered meals services. CSS received no satisfactory proposals for nutrition program services for the City of South El Monte area. The absence of a service provider in this area would result in an interruption in services beginning July 1, 2008. Therefore, the Department proceeded to procure services through a Noncompetitive Award under Title 22, Section 7360 of the California Code of Regulations (CCR), with the City of South El Monte.

The agencies listed in Attachment B that are being recommended for funding have satisfied one or more of the following criteria: 1) met the minimum mandatory requirements identified in the RFP; 2) received a score of 70 or higher (out of a total 100 possible) for each submitted proposal; or 3) was identified as a qualified government entity capable of providing elderly nutrition program services in an area of unmet need.

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In addition, CSS received no proposals to provide nutrition services to the City of San Fernando area. While this area has historically received nutrition services through a CSS contracted agency, no agency chose to propose services to the area through this RFP. CSS is currently assessing alternative ways to serve the City of San Fernando area. This includes inquiring with the list of successful proposers to continue the provision of congregate and home-delivered meals services to this area. Funds have been set aside for this area pending selection of a provider.

The ENP contract is not a Proposition A contract in which living wage laws would be applicable. CSS is not capable of providing direct nutrition services. The ENP services are contracted through community-based organizations.

### **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 bi-annually by an approved vendor procured through the Auditor-Controller.

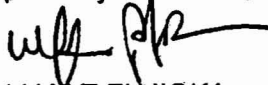
### **IMPACT ON CURRENT SERVICES**

The recommended actions will assure the continuation of ENP services to older adults by providing approximately 2.3 million congregate and home-delivered meals, and enable continued independent living.

### **CONCLUSION**

Upon Board approval, please mail one copy of the adopted Board letter to Ms. Sonja Ivey-Rojas, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. If you need to contact Ms. Ivey-Rojas, her number is (213) 351-8917.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH:MS  
GP:RG:cvb

Attachments

c: County Counsel  
062408 Board Letter CSS Elderly Nutrition Program FY 2008-121.doc