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## County of Los Angeles COMMUNITY AND SENIOR SERVICES

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*Enriching Lives Through Effective And Caring Service*



css.lacounty.gov

Cynthia D. Banks  
Director  
Otto Solórzano  
Chief Deputy

June 17, 2014

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

22 June 17, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

### **DELEGATE AUTHORITY TO EXECUTE SUPPORTIVE SERVICES PROGRAM (SSP) CONTRACTS AND CONTRACT AMENDMENTS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

Community and Senior Services (CSS) seeks delegated authority to: 1) execute contracts and allocate Older Americans Act (OAA) Title III-B funds each year for the four (4) year contract term of July 1, 2014 through June 30, 2018, as a result of a Supportive Services Program (SSP) Request for Proposals (RFP); 2) execute contract amendments within the contract term to increase or decrease contract amounts; and 3) execute Cost of Living Adjustments (COLA) to contract agencies consistent with the County's established policy and contract language. The SSP provides supportive services to older individuals (60 and older) to address functional limitations, maintain health and independence, promote socialization, and ensure access to the senior services system to avoid premature institutionalization.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of CSS, or designee, to execute contracts with 24 community-based agencies, for a total amount of \$2,810,190 per year for the provision of SSP services for a four-year contract term, effective July 1, 2014 through June 30, 2018, 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 SSP in the County.
2. Authorize the Director of CSS, or designee, to: (a) execute contract amendments as needed throughout the contract term, effective July 1, 2014 through June 30, 2018, to add, when necessary, any newly relevant or updated County, state, or federal contract language or

contract terms; and (b) to increase or decrease the contract amount in response to the availability of funding received, and based on contractor performance provided that: (i) any increase does not exceed 10% of the total maximum contract sum each contractor receives, and the total allocation does not exceed funding availability, (ii) approval of Counsel as to form is obtained prior to any such amendments, and (iii) the Director of CSS, or designee, confirms in writing to the Board and the CEO within 30 days after such amendments have been executed.

3. Authorize the Director of CSS, or designee, to approve and execute COLA increases to the contracted agencies 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 SSP for the contract term beginning July 1, 2014 through June 30, 2018. CSS has already been granted delegated authority to accept additional funds when made available by the State. This program provides case management, personal care, homemaker, in-home respite, Alzheimer's day care, and registry to seniors, aged 60 and older.

#### **Performance Measures**

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

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

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Operational Effectiveness; Goal 2: Fiscal Sustainability; and Goal 3: Integrated Services Delivery.

### **FISCAL IMPACT/FINANCING**

The SSP is fully financed with OAA Title III B grant funds received from the California Department of Aging (CDA) annually. Funding for the SSP in FY 2013-14 was \$2,810,190. Exact funding from the State for FY 2014-15 is not yet known. An estimated amount of \$2,810,190 has been included in CSS's FY 2014-15 Proposed Budget. This amount will also be included in CSS' proposed budget for each of the subsequent three years. There is no Net-County Cost (NCC) impact.

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

The current SSP contracts are due to expire on June 30, 2014. In October 2013, CSS released a SSP RFP to solicit proposals from qualified community-based agencies to provide SSP services for a four (4) year contract period, commencing July 1, 2014 through June 30, 2018, contingent upon the availability of funds and contractor performance.

The Outreach service category has been removed from the SSP for FY 2014-18. It will be provided as a direct service by CSS.

### **CONTRACTING PROCESS**

On October 18, 2013, CSS released a RFP to solicit proposals from qualified agencies to provide SSP services to seniors aged 60 and older. CSS sent over 500 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 Area Agency on Aging (AAA)-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, Hoy, Daily News, San Gabriel Valley Tribune, Long Beach Press Telegram, Antelope Valley Press, Los Angeles Sentinel, and Daily Breeze. 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.

Twenty-four agencies submitted proposals to provide SSP services in response to the RFP. SSP proposals for two (2) agencies were eliminated from the RFP process, leaving a total of 22 agencies that submitted proposals.

Three (3) of the current SSP contractors did not submit proposals:

- Little Tokyo Service Center Community Development Corporation, serving all five supervisorial districts. Little Tokyo Service Center Community Development Corporation solely provided the Outreach Services, with a FY 2013-14 funding amount of \$27,589. Because this service has been removed from the FY 2014-18 SSP, funding provided to this agency has been equally redistributed to each of the recommended contractors listed on the Attachment.
- Avalon Medical Development Corporation (AMDC), serving Supervisorial District Four; and
- Heritage Clinic and the Community Assistance Program for Seniors (Heritage Clinic), serving Supervisorial District Five.

The two (2) remaining SSP contractors, AMDC and Heritage Clinic, have provided satisfactory service, but inadvertently missed the filing deadline to submit proposals. CSS inquired with the list of successful proposers to determine interest in continuing the provision of the critical SSP services to these areas however, there was no interest. As a result, the Department will proceed to procure services through a Noncompetitive Award under Title 22, Section 7360 of the California Code of Regulations (CCR), with AMDC and Heritage Clinic, for a total of 24 recommended contractors.

The agencies listed on the Attachment are being recommended for funding having met all the RFP requirements, and having agreed to cover all existing service areas and/or expand services into new areas throughout the County, and are in compliance with all Board and CEO requirements.

### Monitoring

Monitoring of the SSP 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 annually by an approved vendor procured through the Auditor-Controller.

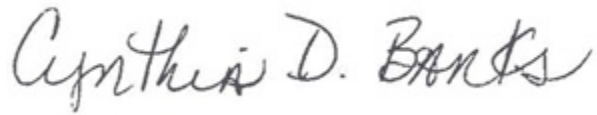
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended actions will assure the continuation of SSP services to adults aged 60 and older with economic or social needs to remain independent, healthy, and safe within their homes and communities, for as long as possible.

**CONCLUSION**

Ms. Janine Phillips can be reached by telephone at (213) 351-8911, or via email at [jphillips@css.lacounty.gov](mailto:jphillips@css.lacounty.gov).

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS

Director

CDB:OS:PG:

SIR:JP

Enclosures

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

## ATTACHMENT

Agencies		COMMUNITY AND SENIOR SERVICES AREA AGENCY ON AGING (AAA) SUPPORTIVE SERVICES PROGRAM (SSP) FY 2014-15 FUNDING ALLOCATIONS	
		[A] Sup. Dist.	[B] FY 2014-15 Funding
1	AltaMed Health Services Corporation	1	96,409
2	City of El Monte	1	52,059
3	City of Gardena	2	50,000
4	City of Inglewood	2	68,512
5	Watts Labor Community Action Committee	2	44,485
6	St. Joseph Center	3	18,100
7	Avalon Medical Development Corporation	4	44,486
8	City of Norwalk	4	54,389
9	City of Alhambra	5	52,059
10	Armenian Relief Society of Western U.S.A., Inc.	5	52,059
11	City of Glendale	5	50,000
12	Heritage Clinic and the Community Assistance Program for Seniors	5	52,059
13	Santa Clarita Valley Committee on Aging Corporation	5	166,318
14	Human Services Association	1,2,4	405,578
15	Special Services for Groups, Inc.	1,2,4	81,085
16	Southeast Area Social Services Funding Authority	1,4	96,946
17	Chinatown Service Center	1,4,5	292,523
18	Santa Anita Family Service	1,4,5	445,697
19	YWCA of San Gabriel Valley	1,4,5	104,118
20	Jewish Family Service of Los Angeles	2,3	66,014
21	WISE & Healthy Aging	2,3	90,969
22	Just Rite Community Programs, Inc.	2,3,5	177,902
23	Office of Samoan Affairs of California, Inc.	2,4	52,059
24	SCAN Health Plan	2,4	196,364
			<b>2,810,190</b>