

27 April 23, 2024



JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

**BOARD OF SUPERVISORS**

April 23, 2024

Hilda L. Solis

Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

Kathryn Barger

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

**EXECUTIVE LEADERSHIP**

Dr. Laura Trejo

*Director*

Lorenza C. Sánchez

*Chief Deputy Director*

Anna Avdalyan

*Assistant Director*

Winna S. Crichlow

*Assistant Director*

Mariella Freire-Reyes

*Assistant Director*

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*Acting Assistant Director*

Dawnna Lawrence

*Interim Administrative Deputy II*

Ivan Pacheco

*Chief Information Officer*

**GET IN TOUCH**

510 S. Vermont Avenue, Suite 1100

Los Angeles, CA 90020

[ad.lacounty.gov](http://ad.lacounty.gov)

[info@ad.lacounty.gov](mailto:info@ad.lacounty.gov)

Aging & Adult Information & Assistance Line:

(800) 510-2020

Report Elder Abuse:

(877) 477-3646

Community & Senior Centers:

(800) 689-8514

Disability Information &

Access Line:

(888) 677-1199



Dear Supervisors:

**AUTHORIZATION TO ACCEPT AND EXECUTE THE UNITED WAY  
OF GREATER LOS ANGELES DAYTIME SERVICES & SENIOR  
CENTERS GRANT AWARD**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The County of Los Angeles (County), Aging and Disabilities Department (AD or Department) seeks approval and delegated authority to accept and allocate an awarded amount of \$150,000, and any additional grant funding augmentations, from the United Way of Greater Los Angeles (UWGLA) under its Daytime Services & Senior Centers Grant Contract (Contract) to fund one-time physical site and operation upgrades to expand and improve services at AD's Antelope Valley Senior Center (AVSC).

**IT IS RECOMMENDED THAT YOUR BOARD**

1. Approve and authorize AD's Director, or designee, to accept and execute the Contract with UWGLA (Attachment I), effective upon execution, through December 31, 2024.
2. Approve and authorize AD's Director, or designee, to execute amendment(s) to extend the term of the Contract, if one is offered by UWGLA before expiration.
3. Delegate authority to the Director of AD, or designee, to fund one-time physical site and operation upgrades to expand and improve services at AD's AVSC funded through this Contract.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION(S)**

AD oversees and manages fourteen (14) community and senior centers. All centers serve its respective communities through providing programs and essential services that increase socialization, combat isolation and food insecurity, and assist with the basic needs of older adults, individuals with disabilities, and underserved populations. The centers provide an inclusive, equitable environment for all visitors and participants.

The recommended actions to accept the UWGLA Daytime Services & Senior Centers Grant will allow AD to support critical enhancements needed for the quality and accessibility of AD's AVSC facilities and services. This will allow for computer lab renovations and improvements to plumbing infrastructure including refurbishment of restrooms which are critical to amplifying the comfort, hygiene, and dignity of visitors.

### **IMPLEMENTATION OF STRATEGIC PLAN**

The recommended actions support the following Countywide Strategic Plan Goals: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services that promote the well-being of older adults.

### **FISCAL IMPACT/FINANCING**

The \$150,000 will be included in the department's FY 2024-25 budget. There is no Net County Cost impact to the county.

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

On October 2, 2023, AD submitted the grant application to UWGLA for its Daytime Services & Senior Centers Grant to fund one-time physical site and operation upgrades to expand and improve services at AD's AVSC. On November 9, 2023, UWGLA awarded AD the Daytime Services & Senior Centers Grant in the amount of \$150,000. The original term of the Contract will commence upon contract execution, through December 31, 2024.

### **CONTRACTING PROCESS**

On November 9, 2023, UWGLA awarded AD the Daytime Services & Senior Centers Grant in the amount of \$150,000. The attached contract is from UWGLA identifying the contract terms. County Counsel approved UWGLA contract with AD as to form.

### **MONITORING REQUIREMENT**

UWGLA will be responsible for monitoring this contract.

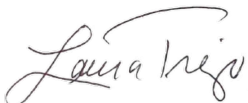
### **IMPACT ON CURRENT SERVICES**

Approval of the recommended actions will allow for AD's AVSC to continue to provide a welcoming, hygienic, and inclusive environment to all visitors and participants who rely on the center for essential services. These actions will also enable visitors and participants gain access to improved technology and resources which in turn will bridge the digital divide many of them currently face.

### **CONCLUSION**

Upon your approval of the recommended actions, AD's Director, or designee, will proceed to execute the Contract, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Ms. Ashley Liang, Executive Assistant, at [ALiang@ad.lacounty.gov](mailto:ALiang@ad.lacounty.gov).

Respectfully Submitted,



Dr. Laura Trejo, DSW, MSG, MPA  
Director

LT:LS:AA:by

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

Enclosures



UNITED WAY OF  
GREATER LOS ANGELES

## **CONTRACT AGREEMENT**

**Organization:** Los Angeles County Aging and Disabilities Department - Community & Senior Centers

**Project Area:** Daytime Services Expansion

**Contract Amount:** \$150,000

**Contract Term:** January 1, 2024 – December 31, 2024

This Agreement is made and entered into as of contract execution, by and between United Way, Inc., doing business as United Way of Greater Los Angeles ("UWGLA"), and the above-listed "Organization," with respect to the above-listed Project Area.

1. Organization confirms that it is an organization that is both exempt from tax under section 501(c)(3) of the Internal Revenue Code (the "Code") and an organization described in Code section 509(a)(1), (2), or (3), which statuses have been confirmed by one or more rulings or determination letters, copies of which Organization has filed with UWGLA. Organization will inform UWGLA immediately of any change in its tax-exempt status, or proposed or actual, described above.
2. All funds allocated through this Agreement, including the attached Contract Terms, must be used in accordance with the terms of this Agreement towards the goals of this Project Area and under the direction of UWGLA as the project lead. Funds may not be expended for any other purposes without prior written approval of the UWGLA Authorized representative identified in the Contract Terms, and Organization shall be required to return any funds used for any purpose other than that outlined in Agreement, or for any activity prohibited by Agreement or by applicable law. However, Organization will exercise full control over the specific expenditure of funds provided the expenditures are consistent with the approved use of funds outlined in this Agreement.
3. This Contract Agreement is earmarked for the Project identified in the Contract Terms. Organization is solely responsible for all activities supported by the funds, the content of any services and products created and delivered with the funds, and the manner in which any such services and products may be disseminated. Organization is an independent contractor and not an agent, employee or legal representative of UWGLA, and this Agreement shall not create any agency relationship, partnership, or joint venture between the parties.
4. Organization irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless UWGLA, and their officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Organization, its employees, or agents, in applying for or accepting the Contract Agreement, in expending or applying the funds, or in carrying out any project or program to be supported by the Contract Agreement, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of UWGLA, or their officers, directors, employees, or agents. The failure of UWGLA to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.
5. Organization will provide promptly such additional information, reports and documents as required by the Contract Terms and will allow UWGLA and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this funding, for the purpose of making such financial reviews, verifications or program evaluations as may be deemed necessary by UWGLA. In addition, Organization will provide a copy of its Annual Report, financial compilation or certified audit, or other financial reports or information as requested.

6. All publicity, publications and notice produced or released by Organization with regard to this funding shall acknowledge "United Way of Greater Los Angeles." Organization will allow UWGLA to review and approve the text of any proposed publicity concerning UWGLA and this funding prior to its release.
7. If requested, and as appropriate, Organization may support UWGLA and its work to engage and activate individuals and organizations in efforts to address poverty in LA by providing, if possible and when appropriate, speakers for events, rallies, and interviews, tours of program facilities, and volunteer opportunities.
8. UWGLA reserves the right to discontinue, modify, withhold or suspend any payments to be made under this contract or to terminate the contract if, in UWGLA's discretion, such action is necessary: (1) because Organization has not fully complied with the terms and conditions of this contract; (2) to protect the Purpose of the Contract Agreement or any other charitable activities of UWGLA; or (3) to comply with any law or regulation applicable to the Organization to UWGLA or this contract.
9. This Contract Agreement is given with the understanding that UWGLA has no obligation to provide other or additional support to Organization. As applicable and available, UWGLA may provide additional capacity building and technical assistance to the Organization in support of a successfully completed project.
10. This Agreement, including all Appendices, constitutes the entire agreement of the parties with respect to its subject matter and supersedes any and all prior written or oral agreements or understandings with respect to the Contract Agreement. This Agreement may not be amended or modified, except in a writing signed by both parties.
11. This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of California, applicable to contracts to be performed wholly within said state.

*LiNing Recendez*

LiNing Recendez  
Vice President, Finance  
United Way of Greater Los Angeles

*DT*



Chris Ko  
Vice President, Strategy & Impact  
United Way of Greater Los Angeles

**ACCEPTED AND AGREED BY CONTRACTED ORGANIZATION**

Signature:

Printed Name:

Title:

Date:

## CONTRACT TERMS

**Organization:** Los Angeles County Aging and Disabilities Department - Community & Senior Centers

**Project Area:** Daytime Services Expansion

**Contract Amount:** \$150,000

**Contract Term:** January 1, 2024 – December 31, 2024

**Center Name:** Antelope Valley Senior Center

**Center Address:** 777 W. Jackman St., Lancaster, CA 93534

**Purpose:** To support one-time physical site and operational upgrades at daytime services and senior centers in Los Angeles County that provide people experiencing homelessness access to service-rich spaces, meaningful engagement, and housing supports.

**Contract Deliverables:** Organization will implement approved upgrades at the above listed Center as described by Organization's funding application to UWGLA. Organization is responsible for the full scope of project execution, which includes, but is not limited to, any required permitting, vendor selection, and project management.

Organization is encouraged to execute the project in ways that are least disruptive to center operations, programs, and clients.

**Reporting Requirements:** A final report will be required by January 15, 2025, outlining the overall impact related to the project, including but not limited to the outputs and outcomes listed below and the activities outlined in the Contract Deliverables above.

- The number of clients served through the Center, including the number of unhoused individuals and older adults.
- Client demographics (race, age, etc.), as available.
- The number and types of programs and services offered through the Center.
- The number of connections to housing and housing resources for unhoused and housing insecure clients served through the Center.
- Data that demonstrates how the Center was able to expand or enhance services for unhoused individuals.

The report may also request Organization to share successes and challenges with project implementation, ways the project enhanced or expanded daytime services or senior center programs and services, and feedback from staff and clients about the impact of the upgrades on their experiences. Organization will also be asked to share photos of funded projects as part of the final report. Instructions and the reporting template will be provided in advance of the report submission deadline.

**Payment Schedule:** Payment on this contract will be made in a single installment processed upon contract execution. Payments will be paid through ACH electronic transfer based on the authorized financial information provided on the included ACH Authorization Form, if not previously provided. If ACH is not available, a check will be mailed to Organization.

**Funding Use:** Organization's Daytime Services & Senior Centers project description from the application is approved as submitted and funding will be used for the costs of physical site and/or operational improvements at the above listed Center. Organization may use up to 15% of Contract Amount as indirect/admin to support staffing and organizational costs associated with implementing the project.

Award funds may not be used for staff salaries (outside of admin funds), purchase of land, funding for rent/lease of office/service space, reserve funds, or direct service costs. Organization will be wholly responsible for all expense management on this Agreement and UWGLA reserves the right to request expenditure reporting in alignment with required reporting.

**Contract Amendments:** UWGLA reserves the right to amend this contract as project goals and payments change. Approval of an amendment related to this contract may be done through direct notification to Organization from UWGLA in reference to this contract. Contract may also be amended as Organization is selected for additional funding during the project term through UWGLA.

**UWGLA Contact:** All correspondence regarding this Agreement shall be directed to the following UWGLA representative unless otherwise instructed:  
Contract Contact: UWGLA Strategic Investments Team, [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org)

