

**BOARD OF SUPERVISORS**

Hilda L. Solis

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Lindsey P. Horvath

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December 9, 2025

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**

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*Chief Deputy Director*

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*Interim Administrative Deputy II*

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*Assistant Director*

Dr. Solomon Shibeshi  
*Assistant Director*

Victoria Jump  
*Assistant Director*

Ivan Pacheco  
*Chief Information Officer*

**GET IN TOUCH**

510 S. Vermont Avenue, Suite 1100

Los Angeles, CA 90020

[ad.lacounty.gov](mailto: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 AWARD AND EXECUTE  
FISCAL YEAR 2025-26 SUBAWARD FOR  
TRADITIONAL LEGAL ASSISTANCE PROGRAM SERVICES**

**(ALL SUPERVISORIAL DISTRICTS)**

**(3-VOTES)**

**SUBJECT**

The Los Angeles County Aging & Disabilities Department (AD) seeks approval and delegated authority to award and execute a Traditional Legal Assistance Program (TLAP or Program) Subaward for the term effective January 1, 2026 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual renewal options and one, six (6) month option for a maximum Subaward term four (4) years with Bet Tzedek for an anticipated six (6) month amount of \$207,750 or a maximum total of \$1,607,600 including all option years; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

**IT IS RECOMMENDED THAT YOUR BOARD**

1. Approve and authorize AD's Interim Director, Director or designee to accept and execute the TLAP Subaward for the term effective January 1, 2026 through June 30, 2026, and subsequently execute up to three (3) annual renewal options and one, six (6) month option for a maximum Subaward term four (4) years with Bet Tzedek for an anticipated six (6) month amount of \$207,750 or a maximum total of \$1,607,600. Allocation to the Subrecipient is subject to availability of funding and is contingent upon Subrecipient's performance in meeting the goals of TLAP, as well as



Subrecipient's adherence to its Subaward terms. AD will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize AD's Interim Director, Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County during the Subaward term as follows: 1) add new, relevant, or updated federal, State, County Subaward, and/or other terms and conditions; and 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
3. Delegate authority to AD's Interim Director, Director, or designee, to terminate the Subaward with the Subrecipient upon their request, and those that have closed or are in default of their Subaward requirement, for Subrecipient default or for the convenience of the County, provided: a) County Counsel's approval is obtained prior to termination of the Subaward, and b) AD's Interim Director, Director, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

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

The California Department of Aging (CDA or State) has designated AD to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer various program services, which are implemented through contracts with service providers. In this capacity, AD oversees the administration of a variety of social service programs, including TLAP.

TLAP is designed to promote justice, dignity, health, security, maximum autonomy, and independence for Older Adults, particularly those in greatest social or economic need, by protecting and enforcing their legal rights and advancing systemic change through broad-based elder rights advocacy. The program's goal is to deliver high-quality, high-impact, and cost-effective legal services that address the unmet legal needs of eligible clients.

Through TLAP, Older Adults, unpaid Family Caregivers, and individuals of any age with a Disability, Alzheimer's disease, or a related neurological or organic brain disorder may receive legal advice and representation from qualified attorneys. Services may also include counseling or other forms of legal assistance provided by a licensed attorney, paralegal, or law student working under the direct supervision of a licensed attorney.

AD conducted a competitive Request for Proposals (RFP) solicitation, which resulted in Bet Tzedek being selected as the successful Proposer. Accordingly, AD intends to award and execute the resulting Subaward with Bet Tzedek upon your Board's approval.

### **IMPLEMENTATION OF STRATEGIC PLAN**

The recommended actions support the following Countywide Strategic Plan Goals:

- North Star 1, Focus Area Goal D, Strategy 7 (Older Adults & People with Disabilities) by supporting purposeful aging, enhancing service delivery and care, promoting accessibility, and championing an environment where the needs, health, well-being, and rights of older adults, people with disabilities, and those who are dependent are prioritized.
- North Star 2, Focus Area Goal A, Strategy 1 (Population Based Health) by focusing on our County health systems to improve health outcomes of individuals and communities with an emphasis on providing quality, accessible, and culturally responsive services.
- North Star 2, Focus Area Goal E, Strategy 4 (Disadvantaged Communities) Invest in and strengthen the economic capacity and infrastructure in historically disadvantaged and under-resourced communities.

### **FISCAL IMPACT/FINANCING**

The TLAP is financed with federal Older Americans Act (OAA) Title III-B and Title III-E funds. The anticipated funding for the recommended Subaward is \$207,750. The requested Board authority will allow AD to allocate funds for the TLAP Subaward annually for an anticipated four (4) year total of \$1,607,600 for the Subaward term of January 1, 2026 through December 31, 2029 (which includes three (3) annual options plus one, six (6) month extension). The TLAP funding is included in AD's Fiscal Year 2025-26 Final Adopted budget. There is no net County cost associated with this program.

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

The Subrecipient is in compliance with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the program. Furthermore, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable. AD will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of this Subaward will commence on January 1, 2026 through June 30, 2026, with AD having the sole option to extend the Subaward term for three (3) annual and one, six (6) month renewal options for a maximum total Subaward term of four (4) years.

### **CONTRACTING PROCESS**

On September 4, 2025, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-TLAP-2526 RFP. AD sought qualified Proposers to provide TLAP services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: AD advertised the RFP in the following newspapers general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Torrance Daily Breeze; Orange County Register; and La Opinion.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, AD posted notification of the RFP using multiple commodity/service codes associated with TLAP services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 1,058 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 3,988 recipients that have signed up to receive news and information pertaining to contracting opportunities with AD. These recipients were notified regarding the release of this RFP.

A mandatory Proposers' conference was held to address questions received from potential Proposers, and no protests were received in response to the solicitation requirements.

AD received one (1) proposal in response to the RFP. In accordance with County requirements, the proposal was reviewed and determined to be responsive and responsible. Evaluation was conducted by a team comprised of individuals from AD, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. There were no protests in response to the evaluation and the recommendation of the award.

In accordance with Board Policy 5.130 (Contracting with Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, AD has reflected this information in Attachment I. On final analysis and consideration of the award, the successful Proposer was selected without regard to race, creed, or color.

### **MONITORING REQUIREMENTS**

Administrative, programmatic, and fiscal monitoring of the Subrecipient will be conducted on an annual basis to ensure compliance. Administrative and programmatic monitoring are completed by AD's Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Master Agreement for As-Needed Contract Audits/Studies.

### **IMPACT ON CURRENT SERVICES**

Approval of the recommended actions will allow for the continued provision of TLAP services Countywide. These services provide vital support and resources to the residents of Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

### **CONCLUSION**

Approval of the recommended actions will allow for the continued provision of TLAP services to clients in the areas served by the Subrecipient.

Should you have any questions, please contact me directly, or your staff may contact Victoria Jump, Assistant Director, at [VJump@ad.lacounty.gov](mailto:VJump@ad.lacounty.gov).

Respectfully Submitted,

*Maral V. Karaccusian*

Maral V. Karaccusian  
Interim Director

MK:LS:VJ:DL:ip

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

Enclosure

**Attachment I**

**Los Angeles County Aging and Disabilities Department**

**Community Business Enterprise Program Information**

<b>FIRM INFORMATION *</b>		<b>Bet Tzedek</b>
<b>BUSINESS STRUCTURE</b>		<b>Non-Profit</b>
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER / % OF OWNERSHIP</b>
<b>OWNERS/ PARTNERS/ BOARD</b>	Black/African American	4%
	Hispanic/Latino	5%
	Asian or Pacific Islander	6%
	American Indian	0%
	Subcontinent Asian	2%
	White	83%
	<i>Female (include above)</i>	43%

\* Information was provided by Proposer in response to the RFP (AAA-TLAP-2526 RFP). On final analysis and consideration of award, successful Proposer was selected without regard to race, creed, or color.

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	11/19/2025	
<b>BOARD MEETING DATE</b>	12/9/2025	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Aging and Disabilities (AD)	
<b>SUBJECT</b>	Authorization to Award and Execute Fiscal Year 2025-26 Subaward for Traditional Legal Assistance Program Services	
<b>PROGRAM</b>	Traditional Legal Assistance Program (TLAP)	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b>	
	If Yes, please explain why: N/A	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	None. This is a new Subaward.	
<b>COST &amp; FUNDING</b>	<b>Total funding:</b> \$1,607,600	<b>Funding source:</b> Older Americans Act (OAA) Title III B and III E
	<b>TERMS (if applicable):</b> Six months with three (3) annual and one, six (6) month renewal options for a maximum of four (4) years.	
<b>PURPOSE OF REQUEST</b>	<p>The purpose of this request is to:</p> <ol style="list-style-type: none"> <li>1) Approve and authorize AD's Interim Director, Director, or designee, to accept and execute a Subaward with Bet Tzedek for the Traditional Legal Assistance Program (TLAP) effective January 1, 2026 through June 30, 2026, with authority to execute up to three (3) annual renewals and one (1) six-month option for a maximum term of four (4) years, in an amount not to exceed \$1,607,600, subject to available funding and satisfactory performance.</li> <li>2) Authorize the Interim Director, Director, or designee, to execute amendments to add, update, or modify federal, State, and County terms and conditions, and to adjust funding amounts—including increases or decreases exceeding ten percent (10%)—based on available funding or contractor performance, with County Counsel approval as to form and written notification to the CEO within thirty (30) days.</li> </ol>	

	<p>3) Delegate authority to the Interim Director, Director, or designee, to terminate the Subaward for default, convenience, or at the Subrecipient's request, with prior County Counsel approval and written notification to the Board and CEO within ten (10) business days of such action.</p>
<b>BACKGROUND</b> <b>(include</b> <b>internal/external</b> <b>issues that may exist</b> <b>including any related</b> <b>motions)</b>	<p>The California Department of Aging (CDA) designates the AD the Area Agency on Aging (AAA) for all areas of Los Angeles County, except the City of Los Angeles. AD receives funding from CDA to administer a variety of social service programs through contracted service providers, including TLAP. TLAP provides free legal services to Older Adults, unpaid Family Caregivers, and individuals with Disabilities, Alzheimer's disease, or related disorders. The program promotes justice, dignity, health, and independence for Older Adults, particularly those with the greatest social or economic need, by protecting and enforcing their legal rights and advancing systemic change through elder rights advocacy. Services include legal advice and representation from qualified attorneys, as well as counseling or other forms of assistance provided by paralegals or law students under the supervision of a licensed attorney.</p>
<b>EQUITY INDEX OR</b> <b>LENS WAS UTILIZED</b>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If Yes, please explain how: Not Applicable</p>
<b>SUPPORTS ONE OF</b> <b>THE NINE BOARD</b> <b>PRIORITIES</b>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<b>DEPARTMENTAL</b> <b>CONTACTS</b>	<p>Name, Title, Phone # &amp; Email:</p> <p>Victoria Jump, Assistant Director, (213) 856-1219,  <a href="mailto:vjump@ad.lacounty.gov">vjump@ad.lacounty.gov</a></p>