



BOARD OF SUPERVISORS

June 9, 2026

Hilda L. Solis

Holly J. Mitchell

Lindsey P. Horvath

Janice Hahn

Kathryn Barger

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

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Director

Victoria Jump
Acting Chief Deputy Director

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Administrative Deputy II

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Assistant Director

Ivan Pacheco
Chief Information Officer

GET IN TOUCH

510 S. Vermont Avenue, Suite 1100
Los Angeles, CA 90020
ad.lacounty.gov
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 2026-27 SUBAWARD FOR
SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM SERVICES**

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

SUBJECT

The County of Los Angeles (County) Aging & Disabilities Department (AD) seeks authority to award and execute the Senior Community Service Employment Program (SCSEP) Subaward with one (1) competitively procured service provider (Subrecipient) to provide services Countywide, across Service Planning Areas (SPAs) 1, 2, 3, 4, 5, 6, 7, and 8.

The Subaward will be effective July 1, 2026 through June 30, 2027, with delegated authority to subsequently execute up to three (3) annual renewal options (maximum four (4) year term) with UAW-Labor Employment and Training Corporation (UAW-LETC) for an anticipated twelve (12) month amount of \$1,467,324, and a maximum total of \$5,869,296, including all option years.

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize AD's Director, or designee, to award and execute the SCSEP Subaward for the term July 1, 2026 through June 30, 2027, and subsequently execute up to three (3) annual renewal options for a maximum total Subaward term of four (4) years with UAW-LETC for an anticipated twelve (12) month amount of \$1,467,324, and a maximum total of \$5,869,296, including all option years. AD will obtain County Counsel



approval as to the form of the Subaward prior to executing the Subaward and will provide written confirmation to the Chief Executive Office (CEO) within thirty (30) business days of completing this action.

2. Approve and authorize AD's Director, or designee, to execute amendments with the Subrecipient, which serve the best interests of the County during the Subaward term as follows: 1) Add new, relevant, or updated federal, State, County Subawards and/or other terms and conditions; and, 2) increase or decrease the Subaward amount (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 the 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) business days of completing this action.
3. Delegate authority to AD's Director, or designee, to terminate Subaward with the Subrecipient upon Subrecipient's request, or to effectuate any of the termination provisions in the Subaward, including termination for the convenience of the County, provided: a) County Counsel approval is obtained prior to termination of the Subaward, and b) the Director of AD, 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) contracts with and oversees the local Area Agencies on Aging (AAA) that coordinate a variety of services for older adults, adults with disabilities, informal caregivers, and family caregivers. CDA 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 Subawards with service providers. In this capacity, AD oversees the administration of a variety of social service programs, including SCSEP.

SCSEP is a job creation program that serves low-income persons aged fifty-five (55) years and older with poor employment prospects (Participants). The program provides SCSEP hands-on job training through part-time, subsidized work at community service agencies or government entities (Training Sites); assists participants in transitioning to unsubsidized employment; and provides supportive services to assist with obtaining and maintaining employment.

AD conducted a competitive Request for Proposals (RFP) solicitation, which resulted in UAW-LETC being selected as the successful Proposer. Accordingly, AD intends to award and execute the resulting Subaward with the Subrecipient 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 SCSEP is funded with federal Older Americans Act (OAA) Title V funds. The anticipated funding for the recommended FY 2026-27 Subaward is \$1,467,324. The requested Board authority will allow AD to allocate funds for the SCSEP Subaward annually for an anticipated four (4) year total of \$5,869,296 for the Subaward term of July 1, 2026 through June 30, 2030 (which includes the three (3) annual renewal options). The SCSEP funding will be included in AD's Fiscal Year 2026-27 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 required to administer the program. Furthermore, the Subaward is not subject to the requirements of 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, as well as for any and all future amendments.

The original term of the Subaward will commence July 1, 2026 through June 30, 2027, with AD having the sole option to extend the Subaward term for three (3) annual renewals options for a maximum total Subaward term of four (4) years.

CONTRACTING PROCESS

On March 3, 2026, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-SCSEP-2627 RFP. AD sought a qualified Proposer to provide SCSEP services throughout Los Angeles County SPAs 1, 2, 3, 4, 5, 6, 7, and 8. Notification of this release occurred as follows:

- Newspaper Publication: AD advertised the RFP in newspapers of 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; 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 SCSEP services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 4,667 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 3,437 recipients who 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 from potential Proposers, and no protests were received in response to the solicitation requirements.

AD received three (3) proposals in response to the RFP. In accordance with County requirements, the proposals were reviewed and one (1) was determined to be responsive and responsible. Evaluations were conducted by teams comprised of individuals from AD, who were subject matter experts in various areas including program operations, contract development, and finance/accounting. UAW-LETC, as the highest-ranked proposer, is recommended for award. There were no protests in response to the evaluation and the recommendations 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 awards, the successful Proposer was selected without regard to race, creed, or color.

MONITORING REQUIREMENT

Administrative, programmatic, and fiscal monitoring of the Subrecipient will be conducted annually to ensure contract 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 Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES

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

Should you have any questions, please contact me directly, or your staff may contact Ms. Ashley Liang, Executive Assistant, at ALiang@ad.lacounty.gov.

Respectfully Submitted,

Maral V. Karaccusian

Maral V. Karaccusian
Director

MK:VJ:SH:IP:or

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

Enclosure

Los Angeles County Aging & Disabilities Department
 Community Business Enterprise Program Information

FIRM INFORMATION *		UAW-Labor Employment and Training Corporation (UAW-LETC)
BUSINESS STRUCTURE		Non-Profit
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/PARTNERS/BOARD	Black/African American	33 %
	Hispanic / Latino	33 %
	Asian / Pacific Islander	0 %
	American Indian	0 %
	Subcontinent Asian	0 %
	White	34 %
	Female (Included Above)	0 %

* Information was provided by the Proposer. 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

CLUSTER AGENDA REVIEW DATE	5/20/2026	
BOARD MEETING DATE	6/9/2026	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Aging & Disabilities (AD)	
SUBJECT	Authorization to Award and Execute Fiscal Year 2026-27 Subaward for Senior Community Service Employment Program Services	
PROGRAM	Senior Community Service Employment Program (SCSEP) Services	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why: N/A	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
DEADLINES/ TIME CONSTRAINTS	This is a new Subaward that will be effective 7/1/2026.	
COST & FUNDING	Total cost: \$ 1,467,324	Funding source: Older Americans Act (OAA) Title V
	TERMS (if applicable): One (1) year with three (3) annual renewal options for a maximum of four (4) years.	
PURPOSE OF REQUEST	<p>The purpose of this request is to:</p> <ol style="list-style-type: none"> Approve and authorize AD’s Director, or designee, to award and execute the SCSEP Subaward for the term July 1, 2026 through June 30, 2027, and subsequently execute up to three (3) annual renewal options for a maximum total Subaward term of four (4) years with UAW-LETC for an anticipated twelve (12) month amount of \$1,467,324, and a maximum total of \$5,869,296, including all option years. AD will obtain County Counsel approval as to the form of the Subaward prior to executing the Subaward and will provide written confirmation to the Chief Executive Office (CEO) within thirty (30) business days of completing this action. Approve and authorize AD’s Director, or designee, to execute amendments with the Subrecipient, which serve the best interests of the County during the Subaward term as follows: 1) Add new, relevant, or updated federal, State, County Subawards and/or other terms and conditions; and, 2) increase or decrease the Subaward amount (including but not limited to baseline funds, one-time-only funds, and/or 	

	<p>supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on the 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) business days of completing this action.</p> <p>3. Delegate authority to AD's Director, or designee, to terminate Subaward with the Subrecipient upon Subrecipient's request, or to effectuate any of the termination provisions in the Subaward, including termination for the convenience of the County, provided: a) County Counsel approval is obtained prior to termination of the Subaward, and b) the Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.</p>
<p>BACKGROUND (include internal/external issues that may exist including any related motions)</p>	<p>The California Department of Aging (CDA or State) contracts with and oversees the local Area Agencies on Aging (AAA) that coordinate a variety of services for older adults, adults with disabilities, informal caregivers, and family caregivers. CDA 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 Subawards with service providers. In this capacity, AD oversees the administration of a variety of social service programs, including SCSEP.</p> <p>SCSEP is a job creation program that serves low-income persons aged fifty-five (55) years and older who have poor employment prospects (Participants) by: providing hands-on job training through part-time, subsidized work at community service agencies or government entities (Training Sites); assisting participants in transitioning to unsubsidized employment; and providing supportive services to assist with obtaining and maintaining employment.</p>
<p>EQUITY INDEX OR LENS WAS UTILIZED</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, please explain how: Not Applicable</p>
<p>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, please state which one(s) and explain how: Not Applicable</p>
<p>DEPARTMENTAL CONTACTS</p>	<p>Name, Title, Phone # & Email: Ashley Liang, Executive Assistant, (213) 880-4158, ALiang@ad.lacounty.gov</p>