



**BOARD OF SUPERVISORS**

- Hilda L. Solis
- Holly J. Mitchell
- Lindsey P. Horvath
- Janice Hahn
- Kathryn Barger

June 9, 2026

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

Dear Supervisors:

**EXECUTIVE LEADERSHIP**

- Maral V. Karaccusian  
*Director*
- Victoria Jump  
*Acting Chief Deputy Director*
- Susan Huff  
*Administrative Deputy II*
- Anna Avdalyan  
*Assistant Director*
- Ivan Pacheco  
*Chief Information Officer*

**AUTHORIZATION TO AWARD AND EXECUTE  
FISCAL YEAR 2026-27 SUBAWARDS FOR  
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES**

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

**SUBJECT**

The County of Los Angeles (County) Aging & Disabilities Department (AD) seeks authority to award and execute Family Caregiver Support Program (FCSP) Subawards with four (4) competitively procured service providers (Subrecipients) for Service Planning Areas (SPAs) 1, 2, 3, 6, 7 and 8. The Subawards are for the term 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 Human Services Association (HSA), Santa Clarita Valley Committee on Aging (SCVCOA), Special Service for Groups, Inc. (SSG), and University of Southern California (USC), for an anticipated twelve (12) month combined amount of \$1,612,000.

**IT IS RECOMMENDED THAT YOUR BOARD**

1. Approve and authorize AD’s Director, or designee, to award and execute the FCSP Subawards for the term effective 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; HSA, SCVCOA, SSG, and USC for an anticipated twelve (12) month combined amount of \$1,612,000 (see Attachment I) or a maximum total of \$ 6,448,000. AD will obtain County Counsel approval as to the form of the Subawards prior to executing Subawards and

**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



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 these Subrecipients, which serve the best interests of the County during the Subawards 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 Subawards 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 Subawards 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 Director, or designee, to terminate Subawards with Subrecipients upon Subrecipient's request, or to effectuate any of the termination provisions in the subaward(s), including termination for the convenience of the County, provided: a) County Counsel approval is obtained prior to termination of the Subawards, 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 FCSP.

FCSP is designed to provide services to unpaid, informal caregivers caring for older individuals, and older relative caregivers primarily caring for a child or individual(s) with a disability(ies). FCSP is intended to reduce caregiver burden, enable caregivers to remain in the workforce, and prevent or delay the need for a higher level of care for the care receiver. The purpose of FCSP is to help minimize the negative emotional, physical, and financial consequences of unpaid family caregiving by providing access to available support services.

AD conducted a competitive Request for Proposals (RFP) solicitation, which resulted in HSA, SCVCOA, SSG, and USC being selected as the successful Proposers. Accordingly, AD intends to award and execute the resulting Subawards with these Subrecipients 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 FCSP is financed with federal Older Americans Act (OAA) Title III-E funds. The anticipated funding for the recommended FY 2026-27 Subawards is \$1,612,000. The requested Board authority will allow AD to allocate funds for the FCSP Subawards annually for an anticipated four (4) year total of \$6,448,000 for the Subaward term of July 1, 2026 through June 30, 2030 (which includes the three (3) annual renewal options). The FCSP 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 Subrecipients are in compliance with all Board and County requirements. The Subawards include 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 Subawards are 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 Subawards prior to their execution, as well as for any and all future amendments.

The original term of these Subawards will commence on 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 February 3, 2026, AD released a competitive RFP solicitation (in accordance with federal, State, and County procurement standards) under proposal number AAA-FCSP-2627 RFP. AD sought qualified Proposers to provide FCSP services throughout Los Angeles County SPAs 1, 2, 3, 6, 7 and 8. 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; 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 FCSP services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 3,574 potential Proposers.
- GovDelivery Notifications: AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 3,477 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 fifteen (15) proposals in response to the RFP. In accordance with County requirements, the proposals were reviewed and nine (9) were 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. Of the nine (9) proposals evaluated, six (6) are recommended for award in SPAs 1, 2, 3, 6, 7 and 8. 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 II. On final analysis and consideration of the awards, the successful Proposers were selected without regard to race, creed, or color.

### **MONITORING REQUIREMENT**

Administrative, programmatic, and fiscal monitoring of the Subrecipient will be conducted on an annual basis 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 FCSP 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 these Subawards.

### **CONCLUSION**

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

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,

*Maral V. Karaccusian*

Maral V. Karaccusian  
Director

MK:VJ:SH:IP:or

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

Enclosures

## FISCAL YEAR 2026-27 FAMILY CAREGIVER SUPPORT PROGRAM ALLOCATIONS

Subrecipient	Service Planning Area (SPA)	Funding Source		Total
		OAA Title III E (FCSP)	OAA Title III E (Older Relative) (FCSP-OR)	
Santa Clarita Valley Committee on Aging (SCVCOA)	SPA 1	\$119,000	\$4,000	<b>\$123,000</b>
Santa Clarita Valley Committee on Aging (SCVCOA)	SPA 2	\$139,000	\$4,500	<b>\$143,500</b>
Human Services Association (HSA)	SPA 3	\$504,000	\$15,500	<b>\$519,500</b>
Special Service for Groups, Inc. (SSG)	SPA 6 <sup>1</sup>	\$180,000	\$6,000	<b>\$186,000</b>
Human Services Association (HSA)	SPA 7	\$308,000	\$7,000	<b>\$315,000</b>
University of Southern California (USC)	SPA 8	\$322,000	\$3,000	<b>\$325,000</b>
<b>Total</b>		<b>\$1,572,000</b>	<b>\$40,000</b>	<b>\$1,612,000</b>

<sup>1</sup> Funding for SPA 6 includes services for former SPAs 4 and 5. Certain zip codes previously designated under SPA 4 (90069 and 90014) have been reassigned to SPA 6, and SPA 5 has been fully merged into SPA 6 for service delivery purposes.

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

<b>FIRM INFORMATION *</b>		<b>Human Services Association (HSA)</b>	<b>Santa Clarita Valley Committee on Aging Corporation (SCVCOA)</b>	<b>Special Service for Groups, Inc (SSG)</b>	<b>University of Southern California (USC)</b>
<b>BUSINESS STRUCTURE</b>		Non-Profit	Joint Powers Agency	Non- Profit	Corporation
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER / % OF OWNERSHIP</b>			
<b>OWNERS/PARTNERS/BOARD</b>	Black/African American	0 %	8 %	22 %	5 %
	Hispanic / Latino	86 %	%	11 %	30 %
	Asian / Pacific Islander	14 %	15 %	0 %	33 %
	American Indian	0 %	0 %	44 %	0 %
	Subcontinent Asian	0 %	0 %	0 %	0 %
	White	0 %	77 %	0 %	21 %
	Female (Included Above)	57 %	62 %	22 %	67 %

\* 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

<b>CLUSTER AGENDA REVIEW DATE</b>	5/20/2026	
<b>BOARD MEETING DATE</b>	6/9/2026	
<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 & Disabilities (AD)	
<b>SUBJECT</b>	Authorization to Award and Execute Fiscal Year 2025-26 Subawards for Family Caregiver Support Program Services	
<b>PROGRAM</b>	Family Caregiver Support Program (FCSP)	
<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"/> No	
	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>	These are new Subawards that will be effective 7/1/2026.	
<b>COST &amp; FUNDING</b>	<b>Total cost:</b> \$ 6,448,000	<b>Funding source:</b> Older Americans Act (OAA) Title III E
	<b>TERMS (if applicable):</b> One (1) year with three (3) annual 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>Approve and authorize AD’s Director, or designee, to award and execute FCSP Subawards with Human Services Association (HSA), Santa Clarita Valley Committee on Aging (SCVCOA), Special Service for Groups, Inc. (SSG), and University of Southern California (USC) for the term July 1, 2026 through June 30, 2027, with up to three one-year renewal options (maximum four-year term). The anticipated combined amount is \$ 1,612, 000 for the initial 12-month term and \$ 6,448,000 for the full term, including all options.</li> <li>Approve and authorize AD’s 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) Business days.</li> </ol>	

	<p>3. Delegate authority to AD's 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>
<p><b>BACKGROUND (include internal/external issues that may exist including any related motions)</b></p>	<p>The California Department of Aging (CDA) designates the AD to operate as an 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 FCSP. FCSP is designed to provide services to unpaid, informal caregivers caring for older individuals, and older relative caregivers primarily caring for a child or individual(s) with a disability(ies). FCSP is intended to reduce caregiver burden, enable caregivers to remain in the workforce, and prevent or delay the need for a higher level of care for the care receiver. The purpose of FCSP is to help minimize the negative emotional, physical, and financial consequences of unpaid family caregiving by providing access to available support services.</p>
<p><b>EQUITY INDEX OR LENS WAS UTILIZED</b></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If Yes, please explain how: Not Applicable</p>
<p><b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b></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><b>DEPARTMENTAL CONTACTS</b></p>	<p>Name, Title, Phone # &amp; Email: Ashley Liang, Executive Assistant, (213) 880-4158, <a href="mailto:ALiang@ad.lacounty.gov">ALiang@ad.lacounty.gov</a></p>