



Board of Supervisors Family & Social Services Cluster Agenda Review Meeting

DATE: April 10, 2024

TIME: 1:30PM – 3:30PM

MEETING CHAIRS: Susan Kim & Lizzie Shuster, 3rd Supervisorial District

CEO MEETING FACILITATOR: Claudia Alarcon

This meeting will be held in hybrid format which allows the public to participate virtually, or in-person, as permitted under the Board of Supervisors’ March 19, 2024 order

To participate in the meeting in-person, the meeting location is:

Kenneth Hahn Hall Of Administration
500 West Temple Street
Los Angeles, California 90012
Room 140

To participate in the meeting virtually, please call teleconference number 1 (323) 776-6996 and enter the following 995 916 944# or

[Click here to join the meeting](#)

Members of the Public may address the Family & Social Services Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

- I. **Call to Order**
- II. **Consent Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
 - a. **Aging & Disabilities Department:** Requests Authorization to Accept and Execute the United Way of Greater Los Angeles Daytime Services & Senior Centers Grant Award
- III. **Presentation/Discussion Items:**
 - a. **Department of Public Social Services:** Recommendation to Enter into a Sole Source Contract with the Los Angeles County Office of Education to Provide Job Readiness, Career Planning, And Vocational Assessment Services.
- IV. **Public Comment**

V. Standing item(s) and those continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting:
-- No Items --

VI. Adjournment

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

CLUSTER AGENDA REVIEW DATE	4/10/2024
BOARD MEETING DATE	4/23/2024
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input checked="" type="checkbox"/> 5 th
DEPARTMENT(S)	Aging and Disabilities (AD)
SUBJECT	Authorization to accept and execute The United Way of Greater Los Angeles (UWGLA) Daytime Services & Senior Centers Grant Award
PROGRAM	N/A
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
DEADLINES/ TIME CONSTRAINTS	On November 9, 2023, UWGLA awarded AD with 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.
PURPOSE OF REQUEST	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 Antelope Valley Senior Center's (AVSC) facilities and services. This will allow for facility improvements to plumbing infrastructure and restrooms as well as computer lab renovations.
COST & FUNDING	N/A This one-time Grant of \$150,000 will be included in the department's FY 2024-25 budget. There is no Net County Cost impact to the county.
BACKGROUND (Include internal/external issues that may exist including any related motions)	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 such as Utility Assistance, Emergency Food Assistance, congregate meals, and other critical programs. These actions will also allow AD's AVSC to improve its digital infrastructure to address the digital divide and provide increased computer literacy resources to center visitors and participants.
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please state which one(s) and explain how
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Anna Avdalyan at 213-200-2584 aavdalyan@ad.lacounty.gov



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

Jerrell D. Griffin

Acting Assistant Director

Dawonna Lawrence

Interim Administrative Deputy II

Ivan Pacheco

Chief Information Officer

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.

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



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.

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

BOARD LETTER/MEMO CLUSTER FACT SHEET

Board Letter

Board Memo

Other

CLUSTER AGENDA REVIEW DATE	4/10/2024
BOARD MEETING DATE	5/7/2024
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)	Department of Public Social Services (DPSS)
SUBJECT	Recommendation to enter into a two-year Sole Source contract with the Los Angeles County Office of Education (LACOE) to provide Job Readiness, Career Planning, and Vocational Assessment (JRCPVA) services. This contract provides State-mandated services countywide to Greater Avenues for Independence (GAIN)/Refugee Employment Program (REP), Skills and Training to Achieve Readiness for Tomorrow (START) (formerly known as General Relief Opportunities for Work), START/CalFresh Employment and Training (CFET), and Able-Bodied Adults Without Dependents (ABAWD) participants. Additionally, the contract also provides other services such as: Focus 360 (formerly known as Job Club), Vocational Assessment, Learning Disability (LD) Evaluation, Short-Term Training, Laptop Loan Program, and Tutoring.
PROGRAM	<p>Focus 360: A four-week activity requiring participation totaling 20, 30, and 35 hours per week, as required by the California Welfare and Institutions Code, intended to provide GAIN and REP participants with the tools, skills, information, and resources to assist participants in overcoming employment barriers through goal setting, building self-esteem, and provides employment seeking and placement activities which enable participants to obtain gainful employment.</p> <p>LACOE provides Focus 360 services at 13 sites throughout the County. These sessions are provided in English, Spanish, Armenian, Farsi, Russian, Mandarin/Cantonese, and Vietnamese.</p> <p>Vocational Assessment/Learning Disability: State Welfare-to-Work (WtW) regulations require DPSS to provide Vocational Assessment, Learning Disability evaluations and diagnosis to GAIN and REP participants. Vocational Assessments are also made available to START participants. Vocational Assessment services are conducted when employment is not found during Focus 360 to help improve participant employability. Vocational Assessment is also offered to participants who want to pursue an educational or other activity prior to attending Focus 360, to help them define their career goals. For START participants, the need for a Vocational Assessment is recommended by the START Case Manager or Job Developer at any time during START participation.</p> <p>Vocational Assessment is a one-day activity which consists of an interview and testing to determine a participant's educational level, cognitive abilities, and employment goals. A customized employment plan is developed to help GAIN/START/REP participants achieve their employment goals. The results of the Vocational Assessments are used by the GAIN/START/REP Case Managers to determine the appropriate WtW activities to achieve employment and self-sufficiency.</p> <p>LACOE effectively provides management services including recruitment, monitoring, and supervision of several subcontractors who conduct vocational/career assessments and Learning Disability evaluation and diagnosis at over 32 locations across the County.</p>

	<p>Ultimately, the goal of a Vocational Assessment is that every participant will be provided an employment plan which contains their desired employment goals, identifies the participants' current barriers to employment and provides the GAIN/START/REP Case Manager a list of GAIN activities to help the participants overcome their barriers and successfully secure employment.</p> <p><i>Learning Disability</i> evaluations and diagnosis are an optional service to participants who indicate they may be having trouble either in education/training or job searching due to a Learning Disability. The Learning Disability evaluation and diagnosis services to GAIN and REP participants consist of screening, evaluating, reporting, and diagnosing Learning Disabilities as a potential barrier to employment, and identifying reasonable accommodations that will assist participants overcome potential barriers.</p> <p>Short-Term Training (STT): Provides participants with industry-specific training for in-demand occupations by placing them in educational cohorts. The STT cohorts are developed based on the growing industries that can provide a career pathway and lead to employment in high demand occupations. The STT cohorts include programs such as Certified Nursing Assistant, Child Development, Associate Teacher, Security Officer, Customer Service Representative, Heating Ventilation and Air Conditioning, Commercial Truck Driving, Logistics, and Culinary Arts. Participants are identified by the Contractor based on their training and employment needs during Focus 360. If needed, supplemental education or training is also recommended in order to enable participants to succeed in these high demand occupations. Participants who complete these programs are successful in obtaining jobs that pay above the minimum wage.</p> <p>LACOE also offers similar STT and employment services with the START Program Support contract designed to target General Relief participants that require additional support pertaining to job training and job readiness.</p> <p>Tutoring Services: LACOE offers online academic tutoring services to CalWORKs school-age children and youth, kindergarten to grade 12, including children/youth with special needs and/or experiencing homelessness. LACOE serves as the administrative entity and oversees the tutoring subcontractors, who are skilled in tutoring children and youth with various needs and circumstances.</p>	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please explain why: The recommended contract was procured in accordance with Section 23-650.1.14 of the CDSS Operations Manual which allows procurement by negotiation with public education agencies. LACOE is a public agency.</p>	
DEADLINES/ TIME CONSTRAINTS	<p>Services are targeted to be provided July 1, 2024.</p>	
COST & FUNDING	<p>The maximum contract amount for the two-year period from July 1, 2024, through June 30, 2026, is \$63,555,000.</p> <p>Fiscal Year 2024-25 = \$31,331,000</p> <p>Fiscal Year 2025-26 = \$32,224,000</p>	<p><u>Funding source:</u> The \$60,406,000 for the GAIN and REP CalWORKs portions of the contract are fully funded with CalWORKs Single Allocation funds. The \$389,000 for the REP non-CalWORKs portion is fully funded by Federal Refugee Support Services funds. The START program will be covered with a combination of approximately \$1,002,000 in CFET federal funding and approximately \$1,758,000 Net County Cost.</p>

	<p>TERMS (if applicable): The contract term is targeted for two years from July 1, 2024 through June 30, 2026.</p> <p>Explanation: LACOE is paid a firm fixed fee.</p>
PURPOSE OF REQUEST	DPSS requests the Board's approval of the two-year contract with LACOE to provide JRCPVA services to GAIN/REP, START/CFET, and ABAWD participants.
BACKGROUND (include internal/external issues that may exist including any related motions)	The Department of Economic Opportunity (DEO) and DPSS are collaborating on workforce program alignment around Welfare-to-Work and Workforce programs. The development of this contract has involved DEO. As the collaboration continues, the Departments will provide near future updates.
EQUITY INDEX OR LENS WAS UTILIZED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain how: JRCPVA allows for services to be provided to multiple participant populations to aid them in achieving self-sufficiency.
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: services will be provided to participants to aid in obtaining self-sufficiency that will enhance their quality of life in Los Angeles County.
DEPARTMENTAL CONTACTS	<p>Name, Title, Phone # & Email:</p> <p>James A. Blunt, Administrative Deputy III, (562) 908-8622, JamesBlunt@dpss.lacounty.gov</p> <p>Gabriela Herrera, Human Services Liaison, (562) 908-8311, GabrielaHerrera@dpss.lacounty.gov</p>



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746
 (562) 908-8400 · dpss.lacounty.gov



JACKIE CONTRERAS, Ph.D.
 Director

MICHAEL J. SYLVESTER II
 Chief Deputy Director, Administration

KRISTIN STRANGER
 Chief Deputy Director, Operations

Board of Supervisors
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 KATHRYN BARGER
 Fifth District

May XX, 2024

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:

**RECOMMENDATION TO ENTER INTO A SOLE SOURCE CONTRACT WITH THE
 LOS ANGELES COUNTY OFFICE OF EDUCATION TO PROVIDE
 JOB READINESS, CAREER PLANNING,
 AND VOCATIONAL ASSESSMENT SERVICES
 (ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks approval for a new two-year Sole Source contract, with an option to extend for one additional one-year period. The Contract between DPSS and the Los Angeles County Office of Education (LACOE) will provide Job Readiness, Career Planning, and Vocational Assessment (JRCPVA) services. This contract provides State-mandated services countywide to Greater Avenues for Independence (GAIN)/Refugee Employment Program (REP), Skills and Training to Achieve Readiness for Tomorrow (START) (formerly known as General Relief Opportunities for Work), START/CalFresh Employment and Training (CFET), and Able-Bodied Adults Without Dependents (ABAWD) participants. Additionally, the contract also provides other services such as: Focus 360 (formerly known as Job Club), Vocational Assessment, Learning Disability (LD) Evaluation, Short-Term Training, Laptop Loan Program, and Tutoring.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DPSS, or their designee, to prepare and execute a Sole Source contract, in substantially similar form as Enclosure I, with LACOE for JRCPVA services, for a two-year period effective from July 1, 2024 or upon execution

by the Director of DPSS or their designee; whichever is later, through June 30, 2026 with an option to extend for one additional one-year period. The annual contract amount varies; however, the maximum two-year contract amount is \$63,555,000. Funding for this contract is included in the DPSS' Fiscal Year (FY) 2024-25 Proposed Budget and funding for future years will be included in the appropriate Department's annual budget requests.

2. Delegate authority to the Director of DPSS, or designee, to extend the contract for up to one additional one-year period. The approval of the California Department of Social Services (CDSS) to extend the contract, and approval of County Counsel as to form will be obtained prior to executing such amendment. In addition, the Director of DPSS or their designee or the Director of the Department of Economic Opportunity (DEO) or designee, will notify the Board of Supervisors (Board) within ten business days after execution.
3. Delegate authority to the Director of DPSS, or designee, to prepare and execute amendments to the contract for: a) Instances which affect the scope of work, term, contract sum, payment terms, or any other term of condition in this contract; b) Additions and/or changes required by the Board or Chief Executive Officer (CEO); c) Changes to be in compliance with applicable County, State, and federal regulations; or d) Increases or decreases of no more than ten percent of the original contract amount based on the contractor's performance, community needs, and funding availability. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Director of DPSS, or designee, shall notify the Board within ten business days of executing such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this contract will allow DPSS to continue to provide State-mandated JRCPVA services to its GAIN and REP participants. These services provide GAIN and REP participants with the tools, skills, information, and resources to enable them to overcome barriers and find work. These services assist individuals in moving from welfare dependency to self-sufficiency.

Approval of this contract will also allow DPSS to continue to provide Vocational Assessment services to GAIN, REP, and START participants, and LD evaluations and diagnosis services to GAIN and California Work Opportunity and Responsibility to Kids (CalWORKs) REP participants through LACOE and its subcontractors. These services include vocational career assessment services for participants in the GAIN, REP, START, and CFET programs that assist them in the development of a customized career plan to help them achieve their goals. The LD Evaluation and diagnosis services to GAIN and CalWORKs REP participants consist of screening, evaluating, reporting, and diagnosis of learning disabilities as a potential barrier to employment.

In addition, DPSS is collaborating with the DEO to build a stronger job services relationship that may enhance or change the GAIN and START services currently provided in this contract.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the principles of the Countywide Strategic Plan, North Star 1: Make investments that transform lives, B. Employment and Sustainable Wages: Support social mobility, economic and workforce development, job training, meaningful connections, and access to employment opportunities with sustainable wages for County residents, with emphasis on those who are experiencing barriers to employment or the ability to earn a sustainable wage. Support small and large business growth to maintain job supply.

FISCAL IMPACT/FINANCING

The maximum contract amount for the two-year period from July 1, 2024 through June 30, 2026 is \$63,555,000. The \$60,406,000 for the GAIN and REP CalWORKs portions of the contract are fully funded with CalWORKs Single Allocation funds. The \$389,000 for the REP non-CalWORKs portion is fully funded by Federal Refugee Support Services funds. The START program will be covered with a combination of approximately \$1,002,000 in CFET federal funding and approximately \$1,758,000 in Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under this contract, State-mandated services are provided countywide to GAIN/REP participants and will extend to START/CFET and ABAWD participants.

The contract provides for termination by the County upon 180-days written notice, should termination be in the County's best interest. The agreement also contains a provision which limits the County's obligation if funding is not appropriated by the State or by the Board.

County Counsel has reviewed this Board letter. The sample contract has been approved as to form by County Counsel. The proposed Contractor is in compliance with all Board, CEO, and County Counsel requirements.

CONTRACTING PROCESS

The recommended contract was procured in accordance with Section 23-650.1.14 of the CDSS Operations Manual which allows procurement by negotiation with public education agencies. LACOE is a public agency.

Additionally, this contract is considered a Sole Source contract under Board Policy 5.100, Sole Source Contracts and the Sole Source Checklist (Enclosure II) has been completed. DPSS provided notification to the Board of its intent to negotiate this contract on November 21, 2023.

CONTRACTOR PERFORMANCE

The monitoring for the current contract is performed on a quarterly basis. The expected performance outcome is that participants receive the tools, skills, useful information, and resources to enable them to overcome barriers and find work through their own efforts. It is also expected that participants receive an assessment for career guidance and needed training.

LACOE met contractual obligations in the areas of administrative services and performed a Focus 360 Placement rate (formerly known as Job Club Placement rate) of 40 percent for the three FY contract term periods. LACOE's annual performance rate for FY 2021-22 was 28%; FY 2022-23 was 11%; and FY 2023-24 projection based on first quarter performance is 30%.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended action will allow the continuation of State-mandated JRCPVA services in Los Angeles County. The recommended action will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Chief Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to DPSS.

Respectfully submitted,

Jackie Contreras, Ph.D.
Director

JC:bp

Enclosures

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



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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JACKIE CONTRERAS, Ph.D.
 Director

Board of Supervisors
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 First District
 HOLLY J. MITCHELL
 Second District
 LINDSEY P. HORVATH
 Third District
 JANICE HAHN
 Fourth District
 KATHRYN BARGER
 Fifth District

November 21, 2023

TO: Each Supervisor

FROM: 
 Jackie Contreras, Ph.D., Director

SUBJECT: INTENT TO NEGOTIATE A SOLE SOURCE CONTRACT FOR GREATER AVENUES FOR INDEPENDENCE JOB READINESS, CAREER PLANNING, AND VOCATIONAL ASSESSMENT SERVICES

In accordance with Board Policy 5.100, Sole Source Contracts, this is to inform you that I intend to begin negotiations for a new Sole Source contract for Greater Avenues for Independence (GAIN) Job Readiness, Career Planning, and Vocational Assessment (JRCPVA) services on or after December 19, 2023. The term of the contract will be three years, effective July 1, 2024 through June 30, 2027. The current contract with Los Angeles County Office of Education expires June 30, 2024.

The contract will be procured by negotiation in accordance with the California Department of Social Services Manual of Policies and Procedures Section 23-650.1.14, which allows for procurement by negotiation with local government agencies.

The Department of Public Social Services and the Department of Economic Opportunity have partnered on a variety of program alignment efforts related to workforce efforts. As alignment planning continues, we will keep you informed on how that planning impacts this contract and other related efforts.

Absent any concerns, or unless otherwise instructed by the Board, I will proceed to negotiate the renewal of the GAIN JRCPVA services contract no sooner than four weeks after the date of this memo.

If you have any questions or require additional information, please contact me at (562) 908-8383, or your staff may contact James A. Blunt, Administrative Deputy III, at (562) 908-8622.

JC:bp

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

SOLE SOURCE CHECKLIST

Department Name: _____

New Sole Source Contract

Existing Sole Source Contract Date Sole Source Contract Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Chief Executive Office

Date