

LAURA TREJO
GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

15-04

DEPARTMENT OF AGING

AN AREA AGENCY ON AGING

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LOS ANGELES, CA 90012
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Council District: Citywide
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June 18, 2015

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 N. Spring St., Room 303
Los Angeles, CA 90012

Los Angeles City Council
c/o City Clerk's Office
200 N. Spring St., Room 395
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

ARTS, PARKS, HEALTH, AGING AND RIVER COMMITTEE TRANSMITTAL: FISCAL YEAR 2015-2016 GRANT AWARD (TV-1516-25) FOR SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) AND CONTRACT TERM EXTENSION FOR THE FY2014-2015 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM – EDUCATION (SNAP-ED) GRANT STANDARD AGREEMENT SP-1415-25 - REVISED

The California Department of Aging (CDA) is awarding the Los Angeles Department of Aging (LADOA) \$1,514,905 in SCSEP funds for FY15-16 and also extending the current SNAP-Ed grant by three months through September 30, 2015. LADOA manages and administers the federally-subsidized training program known as SCSEP that provides part-time work-based training opportunities to older adults who are unemployed and have poor employment prospects. SCSEP assists older adults achieve unsubsidized employment while providing valuable community service, provides assistance in finding employment opportunities, and promotes the benefits of hiring older workers.

The CDA has extended the SNAP-Ed contract period to September 30, 2015 to give grantee agencies additional time to expend SNAP-Ed funding and align the budget and reporting process with the Federal Fiscal Year. Consequently, LADOA requests

authorization to amend the executed FY 2014-2015 SNAP-ED Grant Standard Agreement No. SP-1415-25 solely to extend the contract duration to September 30, 2015. Please note the FY 2015-16 SNAP-Ed funding would not begin until October 2015.

LADOA respectfully requests approval of the following recommendations to continue support of the SCSEP and SNAP-Ed programs:

RECOMMENDATIONS

That the City Council, subject to the approval of the Mayor:

1. Approve the FY 2015-16 SCSEP Budget included as an attachment (attachment 1) to this report and the Standard Agreement No. TV-1516-25 with the State of California, Department of Aging (attachment 2);
2. Authorize the General Manager, Los Angeles Department of Aging (LADOA) or designee to:
 - a. Execute the FY 2015-2016 SCSEP Budget Application and the Standard Agreement No. TV-1516-25, subject to the review and approval of the City Attorney as to form and legality;
 - b. Accept from the California Department of Aging \$1,514,905 in SCSEP Program funds;
 - c. Authorize the General Manager, LADOA, or designee, to prepare Controller's instructions and any necessary technical adjustments that are consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement those instructions; and,
3. Authorize the Controller to:
 - a. Establish new accounts and appropriate \$1,514,905 within the Other Programs for the Aging Fund Number 410 as follows:

ACCOUNT NO	ACCOUNT TITLE	AMOUNT
021021	Enrollee Wages	1,514,905
	TOTAL	\$ 1,514,905

4. Authorize the General Manager of the Department of Aging, or designee, to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

5. Authorize the General Manager of the Los Angeles Department of Aging, or designee, to amend the FY 2014-2015 SNAP-ED Grant Standard Agreement No SP-1415-25 (approved under CF 14-1619) solely to extend the contract expiration date to September 30, 2015.
6. Authorize the General Manager, LADOA, or designee, to prepare Controller's instructions and any necessary technical adjustments that are consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement those instructions.

SUMMARY

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

The LADOA requests approval of the Fiscal Year 2015-16 SCSEP Budget and Standard Agreement with the CDA. The SCSEP provides classroom training and part-time work experience in non-profit community service agencies to 143 City residents who are at least 55 years old, unemployed and have annual incomes that are no more than 125% of Federal Poverty Guidelines. Program participants, who are technically trainees, are paid under the City classification of Community Administrative Support Workers. The participants perform a variety of training duties that include clerical and office functions, food service, stock, and other community support work.

The FY 2015-16 SCSEP grant award totals \$1,514,905, which reflects a net increase of \$2,034 from the FY 2014-15 SCSEP grant award of \$1,512,871 (Council File No. 14-0644). The small increase in overall funding is due to an across-the-board increase in SCSEP funding at the State level. The size of the increase will not affect program enrollment levels from last Fiscal Year. The general breakdown of expenses is as follows:

Expense Category	FY 2015-16 Original
SCSEP Participant Salaries	\$1,514,905
Grand Totals:	\$1,514,905

As a condition of the SCSEP grant award, the City provides a grant match of \$248,473 in General Funds in the adopted FY 2015-16 City Budget, as follows:

- \$88,656 in Department staff fringe benefits and indirect costs

- \$159,817 in program participant fringe benefits (Physical Exams, Social Security match, Workers' Compensation)

Adoption of the report recommendations will result in no additional impact on the General Fund. Since program expenses are fully funded by the SCSEP grant and appropriated General Fund dollars, the report recommendations comply with the City's Financial Policies. Both the FY 2015-16 SCSEP Budget and Letter of Intent to Award are included as attachments to this report.

Supplemental Nutrition Assistance Program – Education (SNAP-Ed)

At its meeting held on January 20, 2015, the City Council adopted actions, under Council File 14-1619, which authorized LADOA to execute the FY 2014-2015 SNAP-Ed Grant Standard Agreement No. SP-1415-25 and accept \$218,726 in SNAP-Ed Grant funds from the CDA for the contract period beginning July 2014 and ending June 30, 2015. The grant is for a pilot evidence-based senior nutrition program that educates seniors on making healthier nutrition choices and leading a more active lifestyle. LADOA conducts the CDA's designated Eat Smart Live Strong (ESLS) program at senior centers and dining centers. The ESLS program has four 90-minute sessions focusing on different health eating and cooking, plus low impact physical activities for seniors. Upon completion of the ESLS program, seniors will be informed of the other evidence based health programs at LADOA Wellness Centers.

FISCAL IMPACT STATEMENT

The LADOA's proposed action authorizes the receipt of \$1,514,905 in Federal grant dollars for the SCSEP program and no cost extension of the SNAP-Ed agreement.

Adoption of the report recommendations result in no material impact on the General Fund and the report recommendations materially comply with the City's financial policies.

A copy of this transmittal with attachments is being forwarded to the City Attorney for review and approval.



LAURA TREJO
General Manager

LT:JD:mn:z:TitleVBudget and SNAP-ED Transmittal

Attachment

cc: City Attorney
City Administrative Officer
Chief Legislative Analyst
President, Council on Aging

AGREEMENT NUMBER	AMENDMENT NUMBER
SP-1415-25	1
REGISTRATION NUMBER	

- This Agreement is entered into between the State Agency and Contractor named below:
STATE AGENCY'S NAME
California Department of Aging
CONTRACTOR'S NAME
CITY OF LOS ANGELES
- The term of this Agreement is **July 1, 2014** through **September 30, 2015**
- The maximum amount of this Agreement after this amendment is: **\$ 218,726.00** **Two hundred eighteen thousand seven hundred twenty-six and 00/100 dollars**
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The amendment extends the term of this Agreement from June 30, 2015 to September 30, 2015. This additional period of time is needed to allow the contractor to complete their contract activities.

This amendment only extends the original time for completion of performance of the contract. The original Scope of Work and Budget remain the same. No additional funds have been allocated to the extended time period.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
<small>CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)</small>		
CITY OF LOS ANGELES		
<small>BY (Authorized Signature)</small>	<small>DATE SIGNED (Do not type)</small>	
		
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small>		
<small>ADDRESS</small>		
221 North Figueroa Street, Suite 180 LOS ANGELES CA 90012-2639		
STATE OF CALIFORNIA		
<small>AGENCY NAME</small>		
California Department of Aging		
<small>BY (Authorized Signature)</small>	<small>DATE SIGNED (Do not type)</small>	
		
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small>		
Glenn Wallace Manager, CBSS		
<small>ADDRESS</small>		
1300 National Drive, Suite 200, Sacramento, CA 95834		
		<input checked="" type="checkbox"/> SCM 4.10.A. SCM 3.09.A.3