



ERIC GARCETTI
MAYOR

C.F. No.:
Council District: Citywide
Contact Persons:
Laura Trejo: (213) 202-5645
James Don: (213) 202-5612

October 1, 2020

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: Heleen Ramirez, Legislative Coordinator

**HEALTH, EDUCATION, NEIGHBORHOODS, PARKS, ARTS, AND RIVER COMMITTEE
TRANSMITTAL: REQUEST TO ACCEPT \$60,000 FROM COMMUNITIES ACTIVELY LIVING
INDEPENDENT & FREE (CALIF) FOR THE AGING AND DISABILITY RESOURCE
CONNECTION (ADRC) PROGRAM**

The Los Angeles Department of Aging (LADODA) requests authorization to accept \$60,000 from Communities Actively Living Independent & Free (CALIF) in connection with Standard Agreement No.: AE-1920-13 between CALIF and the California Department of Aging for Aging and Disability Resource Connection (ADRC) grant funds for FY 19-20 and FY20-21. The ADRC program provides coordinated networks of programs and services (No Wrong Door Systems) to serve older adults, people with disabilities, and caregivers in navigating the fragmented/complicated systems of long-term support & services (LTSS), to achieve their personal goals and preferences for healthy aging. (See Attachment No.: 1)

LADODA respectfully requests approval of the following recommendations:

RECOMMENDATIONS

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

1. Authorize the General Manager, Los Angeles Department of Aging (LADODA) or designee to:
 - A. Approve the Memorandum of Understanding (MOU) between CALIF, LADODA, and 211 Los Angeles. (See Attachment No.:2);
 - B. Accept \$60,000 from Communities Actively Living Independent & Free (CALIF) for ADRC Program funds;
 - C. Authorize the hiring of two (2) As Needed Part-Time Program Aide Aging positions;

2. Authorize the Controller to:

A. Establish a new account and appropriate \$60,000 within the Fund 597 fund for Senior Services as follows:

Department No.	Fund No.	Account No.	Account Title	Amount
02	597	02T102	Aging	\$60,000

B. Increase appropriation within Fund Number 100 Department 02 and transfer funds on an as-needed basis as follows and expend funds upon proper demand of the General Manager, Aging, or designee:

	Fund No.	Account No.	Account Title	Amount
From:	597	02T102	Aging	\$60,000
To	100/02	001010	Salaries General	6,000
	100/02	001070	Salaries As needed	50,000
	100/02	006010	Office & Adm.	4,000

C. Authorize the General Manager of LADOA, or designee, to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer (CAO), and authorize the Controller to implement the instructions.

BACKGROUND

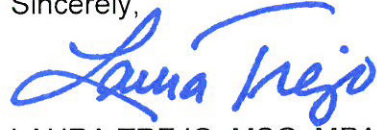
LADOA requests approval of the Memorandum of Understanding (MOU) between CALIF, LADOA, and 211 Los Angeles to provide frontline assistance to public and private resources that connect long-term services and programs, promoting autonomy, dignity, independence of older adults, persons with disabilities, and caregivers. Staff assigned will disseminate information & resources relating to social security, housing, caregiving, mediation, etc. through workshops, seminars and other agencies; provide advocacy in the areas of Social Security, Medicare/Medical, and other programs protecting the rights of older adults. As required in the MOU, LADOA will select two (2) candidates from the City of Los Angeles Older Worker Employment Program (OWEP), to fill these two vacancies. OWEP provides part-time, on-the-job training to unemployed homeless and at-risk-of-homelessness eligible older adults by identifying, recruiting, and placing them in training opportunities, connecting them to various social services, and helping them transition into unsubsidized employment. The selected candidates will have already demonstrated high-level performance in the areas of customer service, information and assistance experience, and have served in the Mayor's Homeless Help Desk. The two positions are fully funded and have zero related costs. This collaboration supports the Mayor's OWEP program and homeless priorities. LADOA is concerned with potential delays to launch this critical services to the aging and disabled communities.

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Honorable Eric Garcetti
Los Angeles City Council
October 1, 2020

FISCAL IMPACT STATEMENT

Adoption of the report recommendations result in no impact on the General Fund. A copy of this transmittal with attachments is being forwarded to the City Attorney for review and approval.

Sincerely,



LAURA TREJO, MSG, MPA
General Manager

Attachments

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

LT:JD:MP:MFR:lb:n/ADRC Transmittal 2021 10012020

MEMORANDUM OF UNDERSTANDING (MOU)

Between CALIF, AAA and 211

This is an agreement between CALIF and local core partner organizations, The Los Angeles Area Agency on Aging and 211, designated by the California Department on Aging (CDA) as the South Central Los Angeles Emerging Aging and Disability Resource Connection (SCLA EADRC).

1. PURPOSE AND SCOPE :

This Memorandum of Understanding is for CALIF, LAAAA and 211 to enter into an official and binding agreement to work together as the Emerging ADRC Core partners of the South Central Los Angeles Emerging Aging and Disability Resource Connection (SCLA EADRC). The ADRC has been jointly developed by state and local stakeholders to bring about system changes in a collaborative manner that leverages existing expertise and resources familiar to local consumers using a No Wrong Door strategy.

ADRC partners are dedicated to developing California's long-term support infrastructure to increase consumer access to home and community-based Long-Term Services and Supports (LTSS) and diverting persons with disabilities and older adults from unnecessary institutionalization.

2. SCLA EADRC'S MISSION:

A good working ADRC is one with an efficient communication system, with a detailed organizational structure, clearly defined program policies carried out by a well-qualified, competent staff. The ADRC concentrates on providing not only Information and Referral but quality Information and Assistance to those seeking help from whichever door they enter the system. This is what we mean by the No Wrong Door Policy. It means that no one who calls the ADRC should feel ignored and rejected. The ADRC should always make sure that everyone seeking assistance truly gets it.

3. SUMMARY OF SCLA EADRC GOALS FOR CALIF AND ITS CORE PARTNERS:

A. This Emerging Los Angeles ADRC, with its partners, Los Angeles Area Agency on Aging (AAA) and 211, will consolidate its efforts toward full operation:

- (1.) Write a mission statement and design an accompanying logo.
- (2.) Identify the respective roles and tasks of each partner agency, consultants and staff assignments, too.
- (3.) Identify other key elements like office space and a shared centralized data system,
- (4.) Write the program Policies and Procedures,
- (5.) Define the organizational set up, salaries and hiring,
- (6.) Identify the training and cross training needed toward the efficient and dependable delivery of services.

B. To complete the following mandatory preliminary activities:

- (1.) Form a Los Angeles ADRC Consumer Advisory Committee:
 - a.) Write a job description for an the ADRC Consumer Advisory Committee member
 - b.) Recruit committee members: send invitations for membership to the ADRC Advisory Committee to ethnic and culturally diverse community organizations and partners.
 - c.) Conduct interviews and implement a fair vetting of the ADRC Consumer Committee representative of the ADRC consumer base.
- (2.) Conduct a thorough needs assessment of the consumer base to be served by the Los Angeles ADRC.
 - (a.) Draw up the needs assessment form.
 - (b.) Identify the method the group plans to employ for the assessment.
 - (c.) Conduct the needs assessment and analysis of results.

C. Based on the Needs Assessment and the experience of this recent pandemic, do an across-the-board service gap analysis:

- (1.) Identify the essential services which the aging and disabled community depend on in regular times and during emergencies and natural and man-made calamities.
- (2.) Particular to those essential issues that caused the aging and disabled serious harm and even death, draw up plans for improving and putting into place pro-active preventative systems, identify initiatives that would totally remove the harmful factors or at least mitigate them and help support and propagate those efforts.

4. CDA RESPONSIBILITIES TO THE SOUTH CENTRAL LOS ANGELES EMERGING ADRC UNDER THIS MOU:

As CALIF and its core partners proceed ahead with establishing the operations of the Emerging ADRC, the group will be guided by the CDA and be cognizant of its responsibilities to the ADRC:

- i. Develop administrative procedures for State designation of local ADRC partnerships.
- ii. Promote the ADRC partnership model at the state, federal, and local levels.
- iii. Provide technical assistance and training to core and extended ADRC partner organizations.
- iv. Conduct presentations on the ADRC model to interested groups.
- v. Convene a minimum of five ADRC Advisory Committee meetings annually as a forum for stakeholder input and collaboration.

5. IT IS MUTUALLY UNDERSTOOD AND AGREED BETWEEN THE PARTIES THAT:

- i. The participation of an entity as an ADRC partner is voluntary.
- ii. Local ADRC partners may dissolve the partnership at any time upon 30 days written notice to CDA.

iii. An ADRC Designation may be withdrawn by CDA if it determines that ADRC Designation Criteria have not been met and/or the core ADRC services are not available to consumers. In such case, CDA will send a letter notifying of the withdrawal of the ADRC Designation. The designation withdrawal shall be effective 14 days from the date of the letter. There are no appeal rights when an ADRC designation is withdrawn.

6. Contractual Requirements

All parties to this Agreement must adhere to all of the provisions and requirements of the Standard Agreement for Contract Number AE-1920-13 (attached) and all applicable local, State, and federal laws and regulations related to this Agreement.

7. FUNDING: See attached

8. INVOICING

Los Angeles Area Agency on Aging (LA AAA) will prepare a monthly invoice to be submitted to CALIF after the invoice period is completed. Invoice must be received on or before the 15th of the month following the invoice period. Payments are typically processed within 30 days.

All invoices must include the following:

- a) Entity Name and Federal Employer ID Number
- b) Invoice Date
- c) Invoice Number
- d) Description of expenses based on the approved budget
- e) Total amount due
- f) Documents to substantiate the expenses – invoices and payroll journal

Los Angeles Area Agency on Aging (LA AAA) shall expend all funds received through this agreement by June 30, 2021. Accounting records and documentations shall be maintained for a minimum of seven (7) years.

9. Performance of Duties

LA AAA agrees to perform all of its tasks and responsibilities as outlined in the attached Budget/Program narrative.

10. **EFFECTIVE DATE AND SIGNATURE:** This MOU and Emerging ADRC Designation shall be effective upon the signature of authorized officials from CDA and the core ADRC partner organizations named above. This MOU shall remain in effect until terminated. The term of this agreement runs from July 1, 2020 to June 30, 2021

SIGNATURES:

Lillibeth Navarro
Executive Director
CALIF

Date

Laura Trejo
Executive Director
Los Angeles Area Agency on Aging

Date

Maribel Marin
Executive Director
211

Date

Los Angeles Area Agency on Aging Budget

Project/Budget Period: July 1, 2020 to June 30, 2020

Senior Advocate Specialist	\$25,000
Senior Advocate Specialist	\$25,000
Operating Expenses	\$4,000
<u>Indirect Costs</u>	<u>\$6,000</u>
Total	\$60,000

Los Angeles Area Agency on Aging Budget/Program Narrative:

1. What work plans (e.g. goals, objectives, services/activities, etc.) will be funded with the ADRC infrastructure grant program?

The budget of \$60,000 for Los Angeles Triple A will hire two Senior Advocate Specialists. The Senior Advocate Specialist will operate under the supervision of the City of Los Angeles Department of Aging, Area Agency on Aging (AAA). The AAA will select two (2) candidates in the Older Worker Employment Program (OWEP), the City of Los Angeles subsidized employment training program for homeless older adults, to fill these two vacancies. The selected candidates will have already demonstrated high-level performance in the areas of customer service and adequate information and assistance experience.

The currently approved budget provides \$60,000 to fund two (2) part-time Senior Advocate Specialist vacancies. The two candidates will work approximately 5 hours per day, either an AM or PM schedules overlapping at noon to ensure full-day coverage and improve service delivery. Consequently, the two part-time positions will provide the following benefits: Paid holidays, jury duty, and sick time consistent with State policy.

The Los Angeles ADRC, for which the City Los Angeles Area Agency on Aging is a huge partner, will work on the following:

- a.) Help define the specific roles and tasks of LA AAA as a major agency partner of the Los Angeles ADRC.

- b.) Assign to the designated LAAAA staff part of the responsibilities toward the attainment of the defined goals of the ADRC.
- c.) Help identify the training and cross training needed by new ADRC partners toward the efficient and dependable delivery of services.

2. Identify important milestones and deliverables that will be accomplished through the use of these funds?

To contribute to the following preliminary activities:

- a.) Assist in forming the Los Angeles ADRC Consumer Advisory Committee by participating in the interviewing and vetting process set for the ADRC Consumer Committee.
- b.) Work with the ADRC partners in the literature review of the different needs assessment already conducted.
- c.) Identify the priorities spelled out in the needs assessment and help identify solutions or innovations for addressing these.
- d.) Based on the Needs Assessment and the experience of this recent pandemic, together with the ADRC partners, help conduct an across-the-board service gap analysis:
- e.) Particular to those essential issues that caused the aging and disabled serious harm and even death, draw up plans for improving and putting into place pro-active preventative systems, identify initiatives that would totally remove the harmful factors or at least mitigate them and help support and propagate those efforts.
- f.) To assist the ADRC in identifying the necessary consultants and geriatrics specialists and health care professionals as well as grassroots leaders in both the Senior and Disability communities. These specialists can bring to bear all their talents and professional training toward the actual creation of both big and small service or program innovation not yet present in today's environment.

3. What are your anticipated results? Please identify ways people or circumstances will be improved through the ADRC

infrastructure grants program. Provide measures to help identify the intended impact these funds are intended to achieve (e.g. increased number of people served, percent improvement in services, etc.).

a.) A well-established Los Angeles ADRC with a Mission and Vision Statement and a comprehensive ADRC Los Angeles Action Plan;
Area of Improvement: Service coordination and efficient service delivery

b.) A smooth-operating and disability and senior-friendly accessible website representative of all the major partners and collaborators of the Los Angeles ADRC.
Area of Improvement: an enhanced digital access for seniors and disabled in search of resources and programs to enhance their quality of life.

c.) A greater area of coverage through the 211 service area, the LA Area Agency on Aging and CALIF (the Greater Los Angeles independent living center) with the buy-in and eventual inclusion of the 5 other Independent Living Centers of LA County.
Area of Improvement: A greater area of service coverage for 211 consumers should tremendously contribute to more successful independent and interdependent living for seniors and people with disabilities living in Los Angeles.

SCO ID: 4170-AE192013

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

AE-1920-13

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Aging

CONTRACTOR NAME

Communities Actively Living Independent & Free

2. The term of this Agreement is:

START DATE

March 1, 2020

THROUGH END DATE

June 30, 2021

3. The maximum amount of this Agreement is:

\$ 419,752 Four hundred nineteen thousand seven hundred fifty-two and 00/100 dollars

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	5 pages
Exhibit B	Budget Detail and Payment Provisions	8 pages
Exhibit C*	General Terms and Conditions – GTC-4/2017	0 pages
Exhibit D	Special Terms and Conditions	23 pages

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Communities Actively Living Independent & Free

CONTRACTOR BUSINESS ADDRESS

634 S. Spring Street, 2nd Floor

CITY

Los Angeles

STATE

CA

ZIP

90014

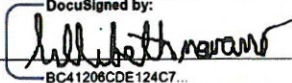
PRINTED NAME OF PERSON SIGNING

Lillibeth Navarro

TITLE

Executive Director

CONTRACTOR AUTHORIZED SIGNATURE

DocuSigned by:

 BC41206CDE124C7...

DATE SIGNED

6/11/2020

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Aging

CONTRACTING AGENCY ADDRESS

1300 National Drive, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95834

PRINTED NAME OF PERSON SIGNING

Nate Gillen

TITLE

Chief, Business Management Branch

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DocuSigned by:


DATE SIGNED

6/11/2020

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM, Vol. 1, 4.04, A., (4)