

CITY OF LOS ANGELES  
CALIFORNIA



ERIC GARCETTI  
MAYOR

DEPARTMENT OF AGING  
AN AREA AGENCY ON AGING  
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LOS ANGELES, CA 90012  
(213) 482-7252

**Council File No. 21-0750**

January 19, 2022

Honorable City Councilmembers  
City of Los Angeles  
c/o City Clerk, City Hall  
City Hall, Room 395  
Los Angeles, CA 90012

**REQUEST APPROVAL TO AWARD A SOLE-SOURCE CONTRACT FOR THE EXTENSION OF THE SENIOR MEAL PROGRAM IN RESPONSE TO THE FOOD INSECURITY EMERGENCY CAUSED BY THE COVID-19 OMICRON VARIANT**

The Los Angeles Department of Aging (LADOA) requests authority to award a sole-source contract to Everytable, PBC, modifying the approved purpose of funds received from the City's Unappropriated Balance for FY 2021-22, to immediately address the food insecurity experienced by the City's older adult population due to the current Omicron variant surge. In addition, LADOA requests additional temporary staffing and equipment resources to support the proposed meal program.

**RECOMMENDATIONS**

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

1. **APPROVE** the proposed project plan for the Extension of the Senior Meal Program to use a single vendor to provide senior meals as a response to the surge in cases due to the Omicron variant;
2. **AUTHORIZE** the Interim General Manager of LADOA, or designee, to allocate funding as outlined in Table 1;
3. **AUTHORIZE** the Interim General Manager of LADOA, or designee, to execute a sole-sourced contract in the amount of \$9,984,110 with Everytable, PBC, through June 30, 2022, to provide meals for the Extension of the Senior Meal Program, subject to the review of the City Attorney for form and legality;
4. **AUTHORIZE** the Controller to:
  - A. Transfer FY 21-22 Unappropriated Balance, Senior Meals Program to Aging Fund 100 as follows:

	Fund	Dept	Account No.	Account Title	Amount
From:	100	58	580372	Senior Meals Program	\$10,000,000
To:	100	02	001010	Salaries - General	\$135,890
	100	02	003040	Contractual Services	\$9,854,110
	100	02	006010	Office & Admin Exp	\$10,000
				<b>Total</b>	<b>\$10,000,000</b>

B. Disburse funds to the contractor(s) upon submission of proper demand from the Interim General Manager of LADOA or designee;

5. **AUTHORIZE** the Interim General Manager of LADOA, or designee, to prepare Controller’s instruction for any technical adjustments, that are consistent with Mayor and Council actions, subject to the approval of the City Administrative Office, and authorize the Controller to implement the instructions.

**BACKGROUND**

Older adults are the most vulnerable yet fastest growing segment of the population. Studies estimate the older population will double by year the 2030. LADOA advocates for the interests and welfare of older adults by administering programs and services to meet the needs of older adults and caregivers by providing services in partnership with community-based agencies at Citywide Multipurpose Senior Centers (MPCs). The Covid-19 virus has affected the way many in the community live and the services they receive. Most notably, the older adult population, with the rapidly growing demographic and diverse ethnic composition, has been severely impacted by the Covid-19 pandemic. The complex services this population needs demand that services need to be updated to adapt and reflect current needs of the population.

During the pandemic, nutrition and food insecurity became top priorities for LADOA and the City of Los Angeles. The Senior Emergency Meals and Great Plates Programs were developed to address the food insecurity of older adults and LADOA used existing service infrastructure and department staffing to deliver the services. Service levels increased by 317%, food providers increased by 178%, and funding increased by 478%. The increase in service levels stretched thin LADOA resources and staffing, resulting in the Department relying on emergency funding and City Disaster Service Workers to effectively operate and provide the emergency meal services during the pandemic.

Since the ending of the Senior Emergency Meal Program, there have been two notable Covid-19 variants of concern (Delta and Omicron) identified by the Centers for Disease Control and Prevention (CDC). While Omicron presents less severe symptoms in individuals, studies conclude this variant has a much higher rate of transmission. To date, Omicron continues to cause significant surges in infection cases within the region. Many in the community, especially older adults, are taking extra precaution by choosing to isolate from crowds to avoid infection, which consequently deepens the food insecurity found within this vulnerable population.

LADOA is delighted that City Council and Mayor allocated and approved \$10,000,000 of the Unappropriated Balance in the adopted FY 2021-2022 City budget (C.F. 21-0600), to fund the expansion of LADOA’s nutrition program. This funding will serve to increase LADOA’s temporary capacities to serve the growing needs of older Angelenos and achieve a more robust nutrition program. However, unlike the programs that were created as an initial response to the pandemic,

LADOA cannot rely on Disaster Workers nor on emergency flexibilities for contracting, procurement, and programming. In addition, past programs were contracted with several restaurants/meal providers, creating an administrative burden on LADOA staff. The same model cannot be used for any future meals project because LADOA does not have the bandwidth with current staffing levels to properly support such a program. Since an immediate response to the food insecurity brought on by the rise of infection rate caused by the Omicron variant is necessary and to minimize the administrative strain on staff, LADOA proposes to provide emergency meals service to older adults by using only one service provider.

LADOA proposes to contract with Everytable, PBC, a public benefit corporation, because they delivered services under the Mayor's Great Plates and Senior Emergency Meals Programs and is familiar with the needs of a project of this magnitude and importance. In addition, Everytable, PBC's operation size allows for the delivery of services Citywide without impacting the quality of the services provided. Table 1 below displays the proposed funding breakdown for the Extension of the Senior Meals Program.

**Table 1. Extension of the Senior Meals Program Funding Breakdown**

<b>Meals Program</b>	<b>Funding</b>
Meals for Older Adults	\$9,854,110
LADOA Administration	\$145,890
<b>TOTAL</b>	<b>\$10,000,000</b>

#### Target Groups

LADOA's new proposed use of funding targets three groups of older adults in need of meal assistance from the City. The first and most vulnerable group are waitlisted seniors who have contacted LADOA partner agencies, but are unable to join a meal program due to the MPC not having the capacity to add additional clients to their existing program. LADOA proposes to provide 2 meals per day, 5 days per week, to over 1,100 waitlisted seniors who are following the constraints of the public health and safety protocols.

LADOA was recently informed that LA County Workforce Development Aging and Community Services (WDACS) will be discontinuing its emergency Elder Nutrition Program + COVID Meals Program effective February 15, 2022. Consequently, WDACS provided the Department a list with approximately 1700 individuals that have been served by WDACS through the pandemic but resides in LA City jurisdiction. The plan is for these individuals to sign up with a LADOA partner agency and integrate them to existing meal programs. Clients that can be accommodated by the service provider will receive 1 meal per day, 5 days per week, from the MPC and receive 1 supplemental meal per day, 5 days a week, through the proposed LADOA Extension of the Senior Meal program. MPCs that have reached client capacity for their meal programs will need to waitlist individuals. Waitlisted clients will also receive 2 meals per day, 5 days per week, from the proposed LADOA Extension of the Senior Meal program.

Lastly, LADOA's new proposed plan will provide a second meal per day, 5 days per week, to over 10,000 seniors currently enrolled in LADOA's senior meals program, which is provided by the various MPCs throughout the City, to ensure the older adults do not suffer from food insecurity while isolating at home during the surge in Omicron cases throughout the city.

The Proposed Meals Program will nearly double LADOA's Elder Nutrition Programs operation. Table 2 below details the program outcomes for each of the identified target group.

**Table 2. FY 2021-22 Proposed Outcomes for the Extension of the Senior Meals Program**

	<b>Waitlisted Seniors</b>	<b>WDACS List</b>	<b>MPC Rostered Clients</b>	<b>Estimated Total</b>
Total Seniors Served	1,155	1,700	10,000	12,755
Number of Meals Served Per Week	10	5	5	
Total Number of Meals Served for Project	196,350	136,000	850,000	1,182,350

Staffing and Equipment Allocation Breakdown

The proposed program is estimated to provide 1,182,350 meals to over 12,755 older Angelenos. LADOA staff cannot support the additional workload generated by this program. Additional staff resources is needed for the duration of the meals program to manage the day to day operations of the program, such as client calls, missing and/or damaged meals replacement, managing allergies, invoicing, and payments. Table 3 below displays the staffing allocation breakdown, on a limited basis, and the equipment to support the efforts of the program.

**Table 3. Meals Program Staffing and Equipment**

<b>Qty</b>	<b>Job Title</b>	<b>Description</b>	<b>Bi-Weekly</b>	<b>Number of PP</b>	<b>Projected Expenditure</b>
1	Accounting Clerk	120-day Contract	\$2,900.80	10	\$29,008.00
1	Accounting Clerk	OT – City Clerk Staff	\$628.64	10	\$6286.40
1	Sr. Accountant	OT – City Clerk Staff	\$1,135.68	10	\$11,356.80
2	Project Coordinators	As Needed Staff	\$2,959.20	10	\$59,184.00
2	Program Aide Aging	As Needed Staff	\$1,503.20	10	\$30,064.00
5	Equipment	Laptops, Phones, Software	\$2,000.00		\$10,000.00
	<b>Total</b>				<b>\$145,899.20</b>

Accounting Clerk

Two Accounting Clerks will be hired, one on a 120-day Contract and one to provide fiscal support, for a limited overtime capacity. Accounting Clerks will be responsible for encumbrances, expenditures, fund allocations and contract compliance. Both staff will also perform various specialized and general administrative activities; analyze various financial reports, justify cash request, report compliance and ensure accuracy.

Senior Accountant

One Senior Accountant will be hired on overtime capacity to provide fiscal support. The Senior Accountant is a City Clerk employee and will provide technical and complex accounting activities; prepare, analyze, and approve required administrative reports and to develop internal control accounting procedures.

Program Coordinator

Two Program Coordinators will be hired to monitor the programmatic administration and fiscal expenditures of service provider to ensure compliance with contract requirements and contractor performance. The Program Coordinators will also triage any issues and manage the day-to-day operations of the program.

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Program Aide Aging

Two Program Aide Aging will be hired to provide general administrative task support for the Extension of the Senior Meal Program.

**FISCAL IMPACT STATEMENT**

There is no additional impact to the General Fund for direct program costs in FY 2021-22. There is additional impact of \$60,737 of indirect costs for the 120-day Contract and As-Needed staff during the FY 2021-22.

Sincerely,

  
Mariella Freire-Reyes (Jan 19, 2022 17:26 PST)

MARIELLA FREIRE-REYES, MPA  
Interim General Manager

cc: Daniela Cuevas, Office of the City Administrative Officer

MFR:SY:mn:z:Extension of Senior Meal Program Request FY21-22 