

CITY OF LOS ANGELES

CALIFORNIA

JAIME H. PACHECO-OROZCO
GENERAL MANAGER



DEPARTMENT OF AGING
AN AREA AGENCY ON AGING
221 N. FIGUEROA ST., STE. 500
LOS ANGELES, CA 90012
(213) 482-7252

KAREN BASS
MAYOR

June 16, 2025

Honorable City Council
c/o Office of the City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Honorable Councilmembers:

REQUEST AUTHORITY TO ACCEPT THE HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP) 2526 INITIAL ALLOCATION GRANT FUNDS (\$677,343) FROM THE CALIFORNIA DEPARTMENT OF AGING (CDA) UNDER MEMORANDUM OF UNDERSTANDING (MOU) 2425-25, TO APPROVE THE HICAP BUDGET HI-2526 (FRM 2526-01), AND TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE CENTER FOR HEALTH CARE RIGHTS (CHCR) FOR HICAP-RELATED ACTIVITIES

The City of Los Angeles Department of Aging (LADOA) requests City Council and Mayoral approval to accept grant funds (\$677,343) from CDA, to approve the HICAP Budget, and to execute a contract with CHCR not to exceed \$616,355 for a contract term from April 1, 2025 to March 31, 2026. Monies awarded through the HICAP grant will provide personalized counseling, community education, and outreach activities for Medicare beneficiaries, in accordance with ED3, see enclosed ED3 waiver.

For questions regarding this matter, please contact Jaime H. Pacheco-Orozco at (213) 810-4006.

Sincerely,

JAIME H. PACHECO-OROZCO
General Manager

JHP:SY:mn:gdh/DOA HICAP 25-26 Transmittal Council Cover Memo (ED3 Waiver)

cc: City Attorney
City Administrative Officer
Chief Legislative Analyst

TRANSMITTAL

TO
Department of Aging

DATE
06/13/2025

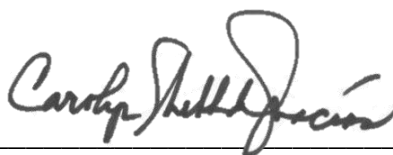
COUNCIL FILE NO.

FROM
The Mayor

COUNCIL DISTRICT

REQUEST FOR APPROVAL TO ACCEPT THE HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP) 2526 INITIAL ALLOCATION GRANT FUNDS (\$677,343) FROM THE CALIFORNIA DEPARTMENT OF AGING (CDA) UNDER MEMORANDUM OF UNDERSTANDING (MOU) 2425-25, TO APPROVE THE HICAP BUDGET HI-2526 (FRM 2526-01), AND TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE CENTER FOR HEALTH CARE RIGHTS (CHCR) FOR HICAP-RELATED ACTIVITIES

Approved, ED3 Waived, and Transmitted for further processing.



MAYOR
(Carolyn Webb de Macias for)

CITY OF LOS ANGELES

CALIFORNIA

JAIME H. PACHECO-OROZCO
GENERAL MANAGER



KAREN BASS
MAYOR

May 28, 2025

DEPARTMENT OF AGING
AN AREA AGENCY ON AGING
221 N. FIGUEROA ST., STE. 500
LOS ANGELES, CA 90012
(213) 482-7252

Council File Number:
Council Districts: All
Contact Persons & Phone:
Jaime H. Pacheco-Orozco
(213) 810-4006

Honorable Karen Bass
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, California 90012

Attention: Legislative Coordinator

REQUEST AUTHORITY TO ACCEPT THE HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP) 2526 INITIAL ALLOCATION GRANT FUNDS (\$677,343) FROM THE CALIFORNIA DEPARTMENT OF AGING (CDA) UNDER MEMORANDUM OF UNDERSTANDING (MOU) 2425-25, TO APPROVE THE HICAP BUDGET HI-2526 (FRM 2526-01), AND TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE CENTER FOR HEALTH CARE RIGHTS (CHCR) FOR HICAP-RELATED ACTIVITIES

The General Manager of the Los Angeles Department of Aging (LADOA) respectfully submits this transmittal for your review and approval. This transmittal requests authority to accept grant funds (\$677,343) from CDA, to approve the HICAP Budget, and to execute a contract with CHCR not to exceed \$616,355 for a contract term from April 1, 2025 to March 31, 2026. Monies awarded through the HICAP grant will provide personalized counseling, community education, and outreach activities for Medicare beneficiaries.

RECOMMENDATIONS

The General Manager of the LADOA requests that the Mayor:

1. AUTHORIZE the General Manager of LADOA, or designee, to accept the Health Insurance Counseling and Advocacy Program 2425-25 (HI-2526) grant funds; to approve any unilateral amendments to the MOU 2425-25, subject to review and approval of the City Attorney as to form and legality, and in compliance with Los Angeles Administrative Code §14.8 et seq. (City grant regulations); and to approve the HI-2526 Budget;
2. AUTHORIZE the General Manager of LADOA, or designee, to negotiate and execute a twelve month agreement with Center for Health Care Rights (CHCR) for a total contract

amount of \$616,355, for the time period, April 1, 2025 to March 31, 2026, subject to review and approval of the City Attorney as to form and legality;

3. AUTHORIZE the Controller to:

- A. Establish new accounts and appropriate \$677,343 within the Health Insurance Counseling and Advocacy Program (HICAP) Fund Number 47Y to cover the grant period from 4/1/2025 to 3/31/2026 as follows:

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
02A102	AGING	\$10,508
02CD14	HICAP SHIP	\$170,567
02CD12	HICAP 12 MONTH	\$445,788
<u>02A932</u>	<u>Aging Adm –Future Yr.</u>	<u>\$50,480</u>
	Total	\$677,343

- A. Increase appropriations within Fund 100 – Department 02 and transfer funds on an as needed basis as follows:

	<u>Fund</u>	<u>Dept</u>	<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
From:	47Y	02	02A102	Aging	\$10,508
To:	100	02	001010	<u>Salaries-General</u>	<u>\$10,508</u>
				Total	\$10,508

- B. Expend funds upon proper demand of the General Manager, Aging, or designee.

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

BACKGROUND

In April 2023, LADOA released a Requests for Proposals (RFP) seeking qualified contractors to provide counseling and education services related to HICAP for a total of three (3) years (RAMPID: 207119). The contract term was originally set to begin July 1, 2023 through June 30, 2024, with the option to extend the term of the agreement for two (2) additional years in one-year increments. However, in May 2023, the Department made the decision to realign the service provider contract term dates with CDA's realignment of the term dates, which aligns with the federal and state funding periods that begin April 1st and end the following March 31st of each year. Therefore, the contract start date of the HICAP RFP was delayed to April 2024. In accordance with City contracting processes, the Office of the City Administrative Officer completed the Executive Directive 3 (ED3) review for Service Provider Contracts on September 17, 2024 (CAO File No. 0150-12755-0001)

CHCR was selected as the HICAP and the State Health Insurance Assistance Program (SHIP) service provider through the RFP process conducted by LADOA and approved by the City Council with Mayoral concurrence on June 30, 2023 (C.F.N. 23-0700). The HICAP program is an Older California Act (OCA) Community Based Services Program that provides personalized counseling, community education, and outreach activities for Medicare beneficiaries. SHIP services are funded by the U.S. Administration for Community Living. HICAP and SHIP are the

primary sources for information and assistance with Medicare benefits, prescription drug plans, and health plans.

LADOA is requesting authorization to execute a new agreement with CHCR in the amount of \$616,355 for a 12-month contract term from April 1, 2025 through March 31, 2026. The remaining AAA-2425-25 (HI-2526) program funding of \$60,988 will remain with the Department for administering the program.

Table 1 provides a summary of the HICAP funding awarded to LADOA by CDA through Standard Agreement AAA-2425-25 (HI-2526), segregated by program and administration components.

Table: 1 – HICAP Program Funding Breakdown

HICAP Funds	Service Provider Allocation	LADOA Administration	Total
Reimbursements (Ins Fund)	\$ 252,253	\$ 28,028	\$280,281
State HICAP Fund	\$ 126,084	\$ 14,009	\$140,093
State HICAP Fund Augmentation	\$ 67,451	\$ 0	\$67,451
Federal SHIP Funds	\$ 170,567	\$ 18,951	\$189,518
Total Funding	\$616,355	\$60,988	\$677,343

FISCAL IMPACT STATEMENT

The proposed actions involve the allocation of HICAP grant funds from CDA. There is no additional impact to the City General Fund.

Copies of this transmittal and attachments are being forwarded to the City Attorney and the Council on Aging for concurrent review and approval.

Sincerely,

Jaime H. Pacheco-Orozco

JAIME H. PACHECO-OROZCO
General Manager

JHP:DK:mn:gd/HICAP 25-26 Transmittal

cc: Heather Aubry, Assistant City Attorney
Nicole Gougis, Assistant City Attorney
Allison Lamas, Office of the City Administrative Officer
Maria D. Gutierrez, Office of the City Administrative Officer
Tony Wilkinson, Los Angeles City Council on Aging