

MARIELLA FREIRE-REYES
INTERIM GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

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

C.F. No:
Council District: Citywide
Contact Persons:
Mariella Freire-Reyes (213) 202-5645

December 10, 2021

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, California 90012

Los Angeles City Council
c/o City Clerk's Office
200 North Spring Street, Room 395

Attention: Heleen Ramirez, Legislative Coordinator

REQUEST FOR AUTHORITY TO ACCEPT GRANT FUNDS FROM COMMUNITIES ACTIVELY LIVING INDEPENDENT & FREE FOR THE AGING AND DISABILITY RESOURCE CONNECTION (ADRC) PROGRAM

The Los Angeles Department of Aging (LADOA) requests authorization to accept \$50,000 in grant funds from the Communities Actively Living Independent & Free (CALIF) in connection with Standard Agreement No. AE-20-1275 between CALIF and the California Department of Aging for FY 2021-22 to support and administer the Aging and Disability Resource Connection (ADRC) program.

RECOMMENDATIONS

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

1. Approve the Memorandum of Understanding (MOU) between CALIF, LADOA, and 211 Los Angeles (Attachment 1).
2. Authorize the Interim General Manager of LADOA, or designee, to accept \$50,000 in grant funds from CALIF for the ADRC program;
3. Authorize the Interim General Manager of LADOA, or designee, to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instruction; and

1. Authorize the Controller to:

- A. Transfer FY 20-21 ADRC Grant savings of \$54,023.18 to FY 21-22 and appropriate funds within the Fund Number 597 funds for Senior Services as follows:

	Fund No.	Account No.	Account Title	Amount
From:	597	02T102	Aging	\$54,023.18

To:	597	02V102	Aging	\$54,023.18
-----	-----	--------	-------	-------------

- B. Increase appropriation within Fund Number 100 Department 02 and transfer funds on an as-needed basis as follows:

	Fund No.	Account No.	Account Title	Amount
From:	597	02V102	Aging	\$54,023.18

To:	100/02	006010	Office & Admin Expenses	\$4,023.18
	100/02	001070	Salaries As Needed	\$50,000.00

- C. Establish a new account and appropriate FY 21-22 ADRC funds within the Fund Number 597 funds for Senior Services as follows:

Account No.	Account Title	Amount
02V102	Aging	\$50,000
	TOTAL	\$50,000

- D. Increase appropriation within Fund Number 100 Department 02 and transfer funds on an as-needed basis as follows:

	Fund No.	Account No.	Account Title	Amount
From:	597	02V102	Aging	\$50,000

To:	100/02	001010	Salaries General	\$5,000
	100/02	006010	Salaries As Needed	\$42,000
	100/02	001070	Office & Admin Expenses	\$3,000

BACKGROUND

The ADRC program provides coordinated networks of programs and services, the “No Wrong Door” (NWD) partnership model, to serve older adults, people with disabilities, and caregivers in navigating the fragmented and complicated systems of long-term support & services (LTSS), to achieve their personal goals and preferences for healthy aging. Local government and non-profit organizations are required by CDA to form a partnership to deliver enhanced LTSS. LADOA received approval from the Mayor and City Council on November 16, 2020 (C.F. 20-1275) to form a partnership with CALIF and 211 Los Angeles and entered into a MOU to serve as the core partners for the ADRC in Los Angeles and provide enhanced services for the community for FY 2020-2021.

As a requirement of the MOU, LADOA selected two candidates from the City of Los Angeles Older Worker Employment Program (OWEP) to provide the NWD/enhanced service model and 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.

LADOA requests approval to enter into a second MOU between LADOA, CALIF, and 211 Los Angeles for FY 2021-22 to continue providing 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. In addition, LADOA requests approval to accept \$50,000 in ADRC funding for FY 2021-22, which will be allocated as shown in Table 1. The two staff positions, selected from the OWEF and who will continue their employment with the ADRC program, are fully funded and have zero related costs.

Table 1 – Summary of ADRC Grant Funding Allocations

	FY 2020-21 Rollover Funding	FY 2021-22 Funding	Total Funding
ADRC Staff Salaries	\$50,000	\$42,000	\$92,000
LADOA Administration	\$0	\$5,000	\$5,000
Office & Admin Expenses	\$4,023.18	\$3,000	\$7,023.18
Total Funding	\$54,023.18	\$50,000	\$104,023.18

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,


Mariella Freire-Reyes (Dec 10, 2021 12:14 PST)

MARIELLA FREIRE-REYES
Interim General Manager

Attachment

MFR:SY:mn:n/FY 21-22 Transmittal for ACRC 

cc: City Attorney
City Administrative Officer
President, Council on Aging

MEMORANDUM OF UNDERSTANDING

BETWEEN Communities Living Independent and Free, (CALIF)

AND City of Los Angeles Department of Aging, Area Agency on Aging (AAA)

AND 211 Los Angeles County (211LA)

I. Parties

This Memorandum of Understanding (MOU) is made and entered into by and between the Communities Living Independent and Free, (CALIF), the City of Los Angeles Department of Aging, Area Agency on Aging (AAA) and 211 Los Angeles County (211LA), hereafter each referred to as an “ADRC Core Partner” and collectively as the “ADRC Core Partnership” for the Aging and Disability Resource Connection (ADRC) of Central & South LA¹.

II. Purpose

This MOU serves to identify a framework for collaboration and Core Partnership to operate in a manner consistent with State of California ADRC designation criteria and to enhance the local ADRC “*No Wrong Door System*” to better serve residents and communities. This MOU covers, but is not limited to, efforts to improve the consumer experience in navigating available long-term services and support (LTSS) services, and the provision and coordination of the ADRC service functions: Enhanced Information and Referral, Options Counseling, Short Term Service Coordination, and Transition Services. This MOU does not include funding.

III. Background

The State of California has adopted an ADRC Core Partnership model whereby local Area Agencies on Aging (AAA) and Independent Living Centers (ILC) can collaborate, integrate resources, and develop efficiencies that help them respond to increasing consumer service needs and expectations, and higher service demands.

State and local stakeholders developed the ADRC Designation Criteria and ADRC Indicators of Performance to facilitate collaborative system changes that leverage existing expertise and streamline access to LTSS in a way that is familiar for local consumers.

The California Department of Aging (CDA) ADRC designation process is a validation of meeting the State ADRC criteria, which includes a “*No Wrong Door*” principle of service delivery.

IV. ADRC Service Area

The ADRC Core Partnership share the common service areas and will jointly develop the ADRC No Wrong Door System. The ADRC of Central & South LA shall provide person-centered services to the older adults, persons with disabilities of all ages, and their families and caregivers residing in the following area(s): 90001-90008, 90010-90021, 90026-90029, 90036-90039, 90043-90044, 90046-90048, 90057-90059, 90061-90062, 90068, and 90070-90071.

V. Independence of Operations

The ADRC Core Partnership model and state ADRC Designation are voluntary; however, CDA promotes both as a way for local aging and disability network organizations to respond collaboratively to funding opportunities, increase consumers’ access to any services for which they are eligible, create innovative business models for maximizing revenue, and/or discover operational efficiencies that can benefit the ADRC partner organizations.

Each Core Partner will maintain its organization’s identity in providing services in collaboration with ADRC partners. Though ADRC Core Partners are expected to collaborate in fulfilling the ADRC purpose, services, and operation, each Core Partner is separately responsible for establishing its own policies and financing its own activities. When ADRC funding is available, the Core Partners shall work together in determining the best use of the funds.

VI. Organization Descriptions

ADRC Core Partnerships are dedicated to developing California’s long-term support infrastructure for increasing consumer access to person-centered home and community based LTSS and supporting older adults and persons with disabilities in maintaining their independence and choices of care.

The **AAA** advocates for the interests and welfare of older adults by administering programs and services focused on the needs of older adults and caregivers in the City of Los Angeles. Functions include a wide range of responsibilities that include planning, contract development, fiscal, and monitoring of programs delivered by contracted service providers. LADOA

provides services in partnership with community-based agencies at our Multipurpose Senior Centers which act as focal points for delivery of services in various communities throughout the City. Its mission is to improve the quality of life, independence, health, and dignity of the City's older adult population by managing community-based programs that are comprehensive, coordinated, accessible, and to advocate for the needs of older citizens and their caregivers. **ADRC Partnership Responsibilities:** Hire two (2) designated ADRC Part Time staff to provide ADRC designated services; integrate established I&A team to adopt ADRC service delivery model and expand ADRC consistent with “*No Wrong Door*” principle; conduct promotional & marketing activities; provide I&A training to ADRC team and extended partners; and provide support to Advisory Committee.

CALIF is an independent living center, a non-profit 501(c) (3) organization that provides advocacy programs and services for people with disabilities primarily residing within the 50 zip codes of Los Angeles County, covering South Los Angeles and neighboring communities. CALIF’s advocacy ranges from, but not limited to, Systems Change Advocacy, Housing Advocacy & Olmstead Housing Development, Individual & Benefits advocacy, Personal Assistance Services, Information & Referral Services, Peer Counseling and Independent Living Skills Training, Assistive Technology, Deinstitutionalization/Transition Program, Employment Services, community outreach, and networking among the diverse communities of Los Angeles, government and private agencies and grassroots organizations within the community. **ADRC Partnership Responsibilities:** Designated Fiscal Agent and signatory agent to CDA contract; primary ADRC service provider for I&R/A, Person-Centered Short Term Service Coordination, Person-Centered Options Counseling, and Transition services; conduct promotional & marketing activities; provide Options Counseling, Short-Term Service Coordination training to ADRC team and extended partners; and provide support to Advisory Committee.

211LA is the hub for community members and community organizations looking for all types of health, human, and social services in Los Angeles County. 211LA provides information and referrals to the services that best meet individual needs through its 24 hour 2-1-1 call line, or through its website and chat. 211LA also features an online community calendar that connects people to local events that offer services and community connections; special programs that provide outreach and education, service navigation, or care

coordination to assist people with accessing and obtaining services; technology services that allow community organizations to refer, track, and collaborate on their clients' care; and maintains the Los Angeles County's official comprehensive database of over 50,000 health and human services. **ADRC Partnership Responsibilities:** Provide direct I&R/A services; create, update, & maintain web based database system; conduct promotional & marketing activities; provide CARELINQ training to ADRC team and extended partners; and provide support to Advisory Committee.

VII. Areas of Cooperation

ADRC Core Partners shall develop a shared mission and values to work effectively in partnership on all phases of the ADRC including, but not limited to, planning, direction, and decision making. To establish a partnership between the ADRC Core Partners, the following areas of cooperation are agreed upon:

ADRC Mission: The mission of the Central & South L.A. Emerging ADRC is to provide a seamless *No Wrong Door* service to easily navigate the complex networks of Long Term Services and Support to people with disabilities, older adults, their families and caregivers.

ADRC Shared Values: The Central & South L.A. Emerging ADRC adheres to a person-centered approach, treating everyone with dignity, compassion and respect. Our core values include: Respect, compassion, and service.

ADRC Shared Vision: The vision of the Central & South L.A. Emerging ADRC is to provide coordinated access and information to older adults and persons with disability throughout the Los Angeles region, thereby, becoming the leading ADRC collaborative in the second most populated city in the nation.

Leadership Engagement: The strength of a local ADRC is in its leadership and the ability to identify, assess, and act effectively in developing and managing ADRC core and extended partnerships and services. Leadership for the ADRC shall be comprised of:

- AAA Leadership Representative(s): Ms. Mariella Freire-Reyes and Mr. Daniel Kim
- ILC Leadership Representative(s): Ms. Cosette Case and Mr. Keith Miller
- 211LA Leadership Representative: Ms. Rhoda Alajaji

Representatives from each ADRC Core Partner shall serve as a point of contact and conduct regular meetings to guide the ADRC planning efforts and direction to fulfill the purpose of this MOU and California’s ADRC designation criteria. The ADRC has established the following ongoing meetings to support and advance the ADRC collaboration:

ADRC MEETINGS		
1st Tuesdays:	TEAM CONFERENCE	ADRC Team
2nd Tuesdays:	CORE PARTNERS	Executive Directors Only
3rd Tuesdays:	JOINT TRAINING	ADRC Team & Extended Partners if Applicable
4th Tuesdays:	EXTENDED PARTNERS	ADRC Team & Extended Partners

Special meetings may be called by any Core Partner and a mutually agreed upon time shall be arranged, no greater than seven days from the initial request.

Consumer Engagement: The ADRC Core Partnership will strive to seek the knowledge and experience of local consumers of LTSS or caregivers of those who use LTSS to support the planning, operation, and quality improvement efforts. The ADRC Core Partnership shall convene regular meetings of local consumers and stakeholders to serve as an ADRC Advisory Committee for addressing issues and tasks and provide recommendations to the ADRC Core Partnership.

Program Engagement: Program staff and subject matter experts shall be engaged in the development of ADRC service functions and coordination of available LTSS to create system changes that will increase consumers’ access to any services for which they are eligible. Sufficient program engagement is also essential in developing ADRC program procedures, developing work plans and system improvements, conducting program training and agency cross training, and delivering person-centered services in the ADRC No Wrong Door System.

Administrative Engagement: The ADRC Core Partners shall determine how to provide the administrative and technological capacity for supporting areas

such as collecting data and information, tracking consumers and services, measuring performance outcomes, building and maintaining staff expertise, and establishing quality assurance and continuous quality improvement practices.

Fiscal Agent: Though this MOU has no funding, the ADRC Core partnership has designated CALIF as its Fiscal Agent to accept grants and contracts on the behalf of the ADRC Core Partnership. CALIF will carry out the fiscal responsibilities and stewardship of specified designated funds. In general:

- The Fiscal Agent manage the proper accounting, disbursement, reporting, controls and other fiscal duty requirements of the funder and adhere to the designated fund purpose(s).
- The Fiscal Agent should not assume greater authority over the partnership while carrying out the fiscal duties. The Fiscal Agent carries out the fund's stated purpose in collaboration with the decisions and direction of the ADRC Core Partners.
- Though one Fiscal Agent may be needed for each grant, contract or fund award, an ADRC is not required to have only one Fiscal Agent for all ADRC funding sources. Fiscal Agent roles may be assigned to any Core Partner(s) based upon considerations such as fund purposes, source of funding, and funding requirements.
- Assigned Fiscal Agent(s) would be responsible for, and make available as requested, the financial and grant narrative reports to the ADRC leadership and funding sources.

Public Relations and Awareness: The ADRC Core Partners will keep the public informed on the benefits of having an ADRC network of collaborative community agencies and how individuals and other community agencies can support the ADRC network.

Privacy and Security: Each party agrees to ensure that all personal and confidential data obtained and stored in connection with this MOU is protected from inappropriate or unauthorized access or disclosure in accordance with applicable laws, regulations, and State policies.

VIII. Miscellaneous

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy

for non-performance under this MOU shall be termination, with no damages or penalty.

Notwithstanding anything herein or in any other agreement to the contrary, no party to this MOU shall have any obligation to indemnify any other party in connection with any matter related to this MOU.

IX. Periodic Review and Analysis

ADRC Core Partners will jointly evaluate their progress in implementing this MOU annually and strengthen their ADRC along with updating and developing new plans and goals as appropriate.

X. Terms and Termination

This MOU is effective July 1, 2021 and expires on June 30, 2022.

The parties may amend or extend this MOU for additional periods not exceeding one year each time, and if so, shall confirm any extension in writing. This MOU may be terminated upon 30 days written notice from one party to the other(s). Prior to termination, the parties shall meet to discuss the reasons for termination.

XI. Signatures

The aforementioned parties below, indicate agreement with this MOU by their signatures and warrant that the below signatories are authorized to bind each party to the terms contained herein.

Communities Living Independent and Free,
(CALIF) _____
Date

City of Los Angeles Department of Aging,
Area Agency on Aging (AAA) _____
Date

211 Los Angeles County (211LA) _____
Date