



CITY OF SOUTH EL MONTE
MEMO TO CITY COUNCIL

DATE: November 10, 2020

TO: Honorable Mayor and Members of the City Council

FROM: Andres Gonzalez, Senior Services Supervisor

CC: City Manager and City Clerk's Office

SUBJECT: REVISION TO THE STAFF REPORT FOR AGENDA ITEM 7.f.–
Consideration of Resolution No. 20-122, Approving Amendment
No. 3 to Agreement with the County of Los Angeles for the Elderly
Nutrition Program Services

SUMMARY: Staff is submitting the following edits that were made to the original staff report that was published with the agenda on November 5, 2020.

Those edits include:

- Page one, correcting the total increase for Fiscal Year (FY) 2020-21 from of \$21,000 to \$95,000.

ATTACHMENT: A. Resolution No. 20-72 Adjustment Items

ATTACHMENT A



City Council Agenda Report

**Revised
Agenda
Item No.
7.f.**

DATE: November 10, 2020

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

APPROVED AS TO FORM: Anthony R. Taylor, City Attorney

SUBMITTED BY: Rene Salas, Deputy City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 20-122, APPROVING AMENDMENT NO. 3 TO THE AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR THE ELDERLY NUTRITION PROGRAM SERVICES

SUMMARY: On July 1, 2020, a one-year agreement between the County of Los Angeles through its Department of Workforce Development, Aging and Community Services (the “County”) and the City of South El Monte (the “City”) was entered into to assist with the funding for the City’s Elderly Nutrition Program Services (the “Agreement”). This Amendment will increase the allocated baseline funding from \$309,000 to \$404,000 resulting in an increase of \$95,000 for Fiscal Year (FY) 2020-21 only. The \$95,000 will be allocated through supplemental Federal Coronavirus Aid, Relief, and Economic Security Act (“CARES”) funding.

RECOMMENDATION: Staff recommends City Council adopt Resolution No. 20-122, approving Amendment No. 3 and authorizing the City Manager, or her designee, to execute the same.

FISCAL IMPACT: Amendment No. 3 will bring the total cost to an amount not-to-exceed \$404,000 for FY 2020-2021, an increase from FY 2019-20 Maximum Annual Subaward Sum. This will include \$381,500 from Title III C-1, \$21,500 from Title III C-2 and \$1,000 from Title III B. The additional \$95,000 funding does not require a cash match.

DISCUSSION: The City has provided lunch meals to seniors over the age of 60 and disabled individuals through the Congregate Meals Program and Home-Delivered Meals Program (collectively “Programs”) for more than 20 years. The Elderly Nutrition Program is administered under the guidelines of the Federal Older Americans Act, which offers meals that meet USDA dietary guidelines and are offered at the Senior Center and to home-bound individuals. Although the Programs do not require participants to pay for meals, a donation ranging between \$1.75 – \$3.00 per meal is appreciated.

The County contributes to the City’s Elderly Nutrition Program Services, which, offers lunch meals to seniors and provides an important opportunity for social contact and targets seniors most in need. The Congregate Meals Program serves meals in a group setting at the South El Monte Senior Center and meals are coordinated with other social services such as transportation, educational presentations, health screenings, recreation and wellness programs. This valuable program not only delivers a nutritious meal daily, but also serves as a mechanism to check up on

the client, thereby providing an additional safety inspection and furthering the ability for him or her to continue to age in place.

At the request of Los Angeles County Department of Workforce Development, Aging and Community Services (WDACS) and in response to the California Safer at Home Initiative, the Congregate Meal Program has been suspended. The Home-Delivered Meals Program has been extended to serve every eligible South El Monte senior citizen age sixty (60) years and above. The Agreement will allow these key services to continue while complying with the requirements of the Safer at Home Initiative.

On October 13, 2020, the City Council approved an amendment (“Amendment No. 1”) to the Agreement to allocate Coronavirus Aid, Relief, and Economic Security Act Funding in the amount of \$79,000, to increase the baseline funding from \$209,000 to \$288,000 during Fiscal Year 2020-21 only.

On October 27, 2020, the City Council approved an amendment (“Amendment No. 2”) to the Agreement to allocate Coronavirus Aid, Relief, and Economic Security Act Funding in the amount of \$21,000, to increase the baseline funding from \$288,000 to \$309,000 during Fiscal Year 2020-21 only.

The Amendment No. 3 would do the following: (1) allocate Supplemental Federal Coronavirus Aid, Relief, and Economic Security Act (“CARES”) funding in the amount of \$95,000, increasing the baseline funding from \$309,000 to \$404,000 during FY 2020-21 only, which shall be reimbursed to the City in exchange for additional defined and contracted ENP Title III C-1 Services to be provided by the City during FY 2020-21; (2) reflect updates to Service delivery and other changes previously communicated to the City in response to the COVID-19 pandemic, which required the parties to take immediate actions to remedy the impact on Services during this emergency; and (3) provide for the other miscellaneous changes.

Staff report was prepared by Andres Gonzalez, Senior Services Supervisor.

ATTACHMENTS:

[Attachment A - Resolution 20-122](#)

[Attachment B- ENP Allocation Letter](#)

[Attachment C - Amendment No. 3](#)

ATTACHMENT A

RESOLUTION NO. 20-122

A RESOLUTION OF THE CITY OF SOUTH EL MONTE APPROVING AMENDMENT NO. 3 TO THE COUNTY OF LOS ANGELES COMMUNITY AND SENIOR SERVICES AGREEMENT FOR THE ELDERLY NUTRITION PROGRAM SERVICES FOR FISCAL YEAR 2020-2021

WHEREAS, on June 23, 2020, the City Council approved an elderly nutrition program agreement with the County of Los Angeles through its Department of Workforce Development, Aging and Community and Senior Services (“County”) for County Funding for the City of South El Monte’s Elderly Nutrition Program (“Agreement”). The Agreement was for a one-year term commencing July 1, 2020 through June 30, 2021; and

WHEREAS, on October 13, 2020, the City Council approved an amendment (“Amendment No. 1”) to the Agreement to allocate Coronavirus Aid, Relief, and Economic Security Act Funding in the amount of \$79,000, to increase the baseline funding from \$209,000 to \$288,000 during Fiscal Year 2020-21 only.

WHEREAS, on October 27, 2020, the City Council approved an amendment (“Amendment No. 2”) to the Agreement to allocate Coronavirus Aid, Relief, and Economic Security Act Funding in the amount of \$21,000, to increase the baseline funding from \$288,000 to \$309,000 during Fiscal Year 2020-21 only.

WHEREAS, the City and County determined that an amendment (“Amendment No. 3”) to the Agreement is necessary to allocate Supplemental Federal Coronavirus Aid, Relief, and Economic Security Act (“CARES”) funding in the amount of \$95,000, to increase the baseline funding from \$309,000 to \$402,000 during Fiscal Year 2020-21 only.

WHEREAS, the City Council now desires to approve Amendment No. 3 to the Agreement to: (1) allocate Supplemental Federal Coronavirus Aid, Relief, and Economic Security Act (“CARES”) funding in the amount of \$95,000, increasing the baseline funding from \$309,000 to \$404,000 during FY 2020-21 only, which shall be reimbursed to the City in exchange for additional defined and contracted ENP Title III C-1 Services to be provided by the City during FY 2020-21; (2) reflect updates to Service delivery and other changes previously communicated to the City in response to the COVID-19 pandemic, which required the parties to take immediate actions to remedy the impact on Services during this emergency; and (3) provide for the other changes set forth in Amendment No. 3, which is attached to the staff report accompanying this Resolution as Attachment C.

THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The above recitals, and each of them, are true and correct.

SECTION 2: The City Council hereby authorizes and directs the City Manager or her designee to execute Amendment No. 3 in substantially the form attached as Attachment C to the November 10, 2020 staff report accompanying this Resolution. The Council further directs the City

Manager or her designee to take all actions necessary to effectuate Amendment No. 3.

SECTION 3: The City Council hereby authorizes the FY 20-21 Budget Adjustment in the amount of \$95,000 to compensate for the increase in meals rendered during the contract term for FY 20-21.

SECTION 4: The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 10th day of November, 2020.

Gloria Olmos, Mayor

ATTEST:

Donna Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 20-122 was passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 10th day of November, 2020 and that said Resolution was adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Donna Schwartz, City Clerk

ATTACHMENT B



November 4, 2020

BOARD OF SUPERVISORS

- Hilda L. Solis
- Mark Ridley-Thomas
- Sheila Kuehl
- Janice Hahn
- Kathryn Barger

EXECUTIVE LEADERSHIP

- Otto Solórzano
Acting Director
- Paul Goldman
Contract & Administrative Services
- Jose Perez
Workforce Development
- Lorenza Sanchez
Aging & Adult Services
- Robin Toma
Human Relations

CONTACT INFORMATION

3175 West Sixth Street
 Los Angeles, CA 90020
 WDACS (888-211-0644)
 APS hotline (1-877-477-3646)
 info@wdacs.lacounty.gov
 WDACS.LACOUNTY.GOV

City of South El Monte
 Attention: Ms. Rachel Barbosa
 1415 N. Santa Anita Avenue
 South El Monte, CA 91733

**FISCAL YEAR 2020-21 SUPPLEMENTAL FEDERAL
 CORONAVIRUS AID, RELIEF, AND ECONOMIC
 SECURITY ACT FUNDING ALLOCATION FOR
 ELDERLY NUTRITION PROGRAM SERVICES**

Dear Ms. Barbosa:

County of Los Angeles Workforce Development, Aging and Community Services (County) intends to amend City of South El Monte’s (Subrecipient’s) Elderly Nutrition Program (ENP) Subaward. The Subaward Amendment information is outlined below:

- Purpose: Subrecipient shall utilize supplemental federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to provide additional defined and contracted ENP Title III C-1 Program Services during Fiscal Year (FY) 2020-21.
- Subaward Number: ENP202110
- Amendment Number: Three
- Subaward Term: July 1, 2020 through June 30, 2021
- Supplemental Federal CARES Act Funding Allocation: \$95,000
- Period Funds Available for Use (subject to execution of Amendment): July 1, 2020 through December 30, 2020
- Supervisorial District: 1
- Funding Source(s), Service Category(ies) and Unit Rate(s) are as follows:



Funding Source	Service Category	Unit Rate		Allocation
		7/1/2020-8/31/2020	9/1/2020-6/30/2021	
FEDERAL CARES Act	American Meals	\$6.95	\$6.60	\$95,000
	Ethnic Meals			
Supplemental Federal CARES Act Funding				\$95,000
Additional Federal CARES Act Funding (Refer to FY 2020-21 Additional Federal CARES Act Funding Allocation Letter)				\$21,000
CARES Act Funding (Refer to FY 2020-21 CARES Act Funding Allocation Letter)				\$79,000
Baseline Funding (Refer to FY 2020-21 Baseline Funding Allocation Letter)				\$209,000
Subaward Sum Year 1 (SSY1) (Supplemental Federal CARES Act, Additional Federal CARES Act, CARES Act and Baseline Funding)				\$404,000

The CARES Act requires Subrecipient to comply with all applicable CARES Act provisions and requirements which includes, but is not limited to, maintaining Client attestations confirming that the Client has been directly impacted by the COVID-19 outbreak.

For more information on CARES Act requirements, please visit the following:

- United States Department of Treasury website: <https://home.treasury.gov/policy-issues/cares>
- Coronavirus Relief Fund Guidance: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>
- Memorandum for Coronavirus Relief Fund Recipients: <https://home.treasury.gov/system/files/136/IG-Coronavirus-Relief-Fund-Recipient-Reporting-Record-Keeping-Requirements.pdf>

If you have any questions, please contact Irma Panosian of my staff by phone or e-mail as follows: (323) 336-5426 or ipanosian@wdacs.lacounty.gov.

Thank you.

Carol Domingo

Carol Domingo, Program Manager
 Contracts Management Division

ATTACHMENT C

**ELDERLY NUTRITION PROGRAM (ENP)
SUBAWARD NUMBER ENP202110
SUBAWARD PERIOD JULY 2020 – JUNE 2021**

AMENDMENT THREE

This Amendment is made and entered into by and between

**COUNTY OF LOS ANGELES THROUGH ITS DEPARTMENT OF
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES**
("County" or "WDACS")

County's Business Address
3175 West Sixth Street
Los Angeles, CA 90020

and

CITY OF SOUTH EL MONTE
("Contractor" or "Subrecipient")

Subrecipient's Business Address
1415 N. Santa Anita Avenue
South El Monte, CA 91733

WHEREAS, reference is made to that certain document entitled "Elderly Nutrition Program (ENP) Subaward Number ENP202110 Subaward Period July 2020 – June 2021" dated July 1, 2020 ("Contract" or "Subaward"); and

WHEREAS, the parties hereto have previously entered into the above referenced Subaward for the purpose of providing Elderly Nutrition Program (ENP) Services, which include serving congregate meals and home-delivered meals as well as conducting telephone reassurance to the older adult population in Los Angeles County (excluding the City of Los Angeles); and

WHEREAS, County and Subrecipient recognize and agree that specific terms (including, but not limited to, Contract, Subaward, Contractor, Subrecipient, Subcontract, Lower Tier Subaward, Subcontractor and Lower Tier Subrecipient) are used interchangeably throughout this Amendment in order to comply with federal, state, and County regulations; and

WHEREAS, it is the intent of the parties to amend this Subaward to allocate supplemental federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in the amount of **\$95,000** which shall be reimbursed to Subrecipient in exchange

for additional defined and contracted ENP Congregate Meal Services as specified herein to be provided by Subrecipient during Fiscal Year 2020-21; and

WHEREAS, it is the intent of the parties to amend this Subaward to provide for other changes set forth herein; and

WHEREAS, the Subaward provides that changes to its terms may be made in the form of a written Amendment, which is formally approved and executed by the parties.

NOW THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- I. This Amendment shall commence **upon execution by all parties**.
- II. Subparagraph 5.1.3 is deleted in its entirety and replaced as follows:

5.1.3 Subaward Sum Year 1 Funding Source(s)

5.1.3.1 The Subaward Sum Year 1 for this Subaward is comprised of monies which are identified by the funding source(s) or governing statute(s) listed below. The funding source(s) and governing statute(s) authorize County to use these monies to provide Program Services.

5.1.3.2 Older Americans Act (OAA) Title III B (Supportive Services and Senior Centers) Original Baseline Funds

5.1.3.2.1 Subaward Sum: **\$1,000**

5.1.3.2.2 Service Area: Supervisorial District 1

5.1.3.2.3 Period of Performance: July 1, 2020 – June 30, 2021

5.1.3.2.4 Allocation Letter: Fiscal Year 2020-21 Original Baseline Funding Allocation for Elderly Nutrition Program Services

5.1.3.3 OAA Title III C-1 (Nutrition Services) Original Baseline Funds

5.1.3.3.1 Subaward Sum: **\$186,500**

5.1.3.3.2 Service Area: Supervisorial District 1

5.1.3.3.3 Period of Performance: July 1, 2020 – June 30, 2021

- 5.1.3.3.4 Allocation Letter: Fiscal Year 2020-21 Original Baseline Funding Allocation for Elderly Nutrition Program Services
- 5.1.3.4 OAA Title III C-2 (Nutrition Services) Original Baseline Funds
 - 5.1.3.4.1 Subaward Sum: **\$21,500**
 - 5.1.3.4.2 Service Area: Supervisorial District 1
 - 5.1.3.4.3 Period of Performance: July 1, 2020 – June 30, 2021
 - 5.1.3.4.4 Allocation Letter: Fiscal Year 2020-21 Original Baseline Funding Allocation for Elderly Nutrition Program Services
- 5.1.3.5 Federal CARES Act Funds for ENP Congregate Meal Services
 - 5.1.3.5.1 Subaward Sum: **\$15,000**
 - 5.1.3.5.1.1 Subrecipient shall expend these funds before OAA Title III C-1 (Nutrition Services) and FFCRA (if applicable) for ENP Congregate Meal Services funding
 - 5.1.3.5.1.2 Subrecipient shall ensure that these funds are also used to serve waitlist Clients which are assigned to Subrecipient by County.
 - 5.1.3.5.2 Service Area: Supervisorial District 1
 - 5.1.3.5.3 Period of Performance: July 1, 2020 – December 30, 2020 (pursuant to Los Angeles County Chief Executive Officer (CEO) Board Motion dated August 4, 2020)
 - 5.1.3.5.4 Allocation Letter: Fiscal Year 2020-21 CARES Act Funding Allocation for Elderly Nutrition Program Services

5.1.3.6 California Department of Aging (CDA) CARES Act Funds for ENP Congregate Meal Services

5.1.3.6.1 Subaward Sum: **\$64,000** (available for use only after exhausting all federal CARES Act for ENP Congregate Meal Services, OAA Title III C-1 (Nutrition Services), and FFCRA (if applicable) for ENP Congregate Meal Services funding)

5.1.3.6.2 Service Area: Supervisorial District 1

5.1.3.6.3 Period of Performance: July 1, 2020 – June 30, 2021 (consistent with CDA Program Memo No. 20-13 (Corrected) issued on July 16, 2020)

5.1.3.6.4 Allocation Letter: Fiscal Year 2020-21 CARES Act Funding Allocation for Elderly Nutrition Program Services

5.1.3.7 Additional Federal CARES Act Funds for ENP Congregate Meal Services

5.1.3.7.1 Subaward Sum: **\$21,000**

5.1.3.7.1.1 Subrecipient shall expend these funds before OAA Title III C-1 (Nutrition Services) and FFCRA (if applicable) for ENP Congregate Meal Services funding

5.1.3.7.2 Service Area: Supervisorial District 1

5.1.3.7.3 Period of Performance: July 1, 2020 – December 30, 2020 (pursuant to Los Angeles County CEO Board Motion dated August 4, 2020)

5.1.3.7.4 Allocation Letter: Fiscal Year 2020-21 Additional Federal CARES Act Funding Allocation for Elderly Nutrition Program Services

5.1.3.8 Supplemental Federal CARES Act Funds for ENP Congregate Meal Services

5.1.3.8.1 Subaward Sum: **\$95,000**

5.1.3.8.1.1 Subrecipient shall expend these funds before OAA Title III C-1 (Nutrition Services) and FFCRA (if applicable) for ENP Congregate Meal Services funding

5.1.3.8.2 Service Area: Supervisorial District 1

5.1.3.8.3 Period of Performance: July 1, 2020 – December 30, 2020 (pursuant to Los Angeles County CEO Board Motion dated August 4, 2020)

5.1.3.8.4 Allocation Letter: Fiscal Year 2020-21 Supplemental Federal CARES Act Funding Allocation for Elderly Nutrition Program Services

III. Subparagraph 5.10.7 is deleted in its entirety and replaced as follows:

5.10.7 **Amount of Federal Funds Obligated by this Action:**

5.10.7.1 Original Subaward: \$209,000

5.10.7.2 Amendment One: \$79,000

5.10.7.2.1 Federal CARES Act Funds: \$15,000

5.10.7.2.2 CDA CARES Act Funds: \$64,000

5.10.7.3 Amendment Two: \$21,000

5.10.7.4 Amendment Three: \$95,000

IV. Subparagraph 5.10.8 is deleted in its entirety and replaced as follows:

5.10.8 **Total Amount of Federal Funds Obligated to Subrecipient (Subaward Sum):**

5.10.8.1 Subaward Sum Year 1: \$404,000

- V. Subparagraph 5.10.9 is deleted in its entirety and replaced as follows:
 - 5.10.9 Total Amount of Federal Award (Maximum Subaward Sum): \$404,000
- VI. Subparagraph 5.10.11 is deleted in its entirety and replaced as follows:
 - 5.10.11 Name of Federal Award Agency, Pass-Through Entity(ies), and Contact Information for Awarding Official:
 - 5.10.11.1 United States Department of Health and Human Services, Administration for Community Living; California Department of Aging; and, County.
 - 5.10.11.2 United States Department of Treasury; County of Los Angeles, Chief Executive Office; and, County.
 - 5.10.11.3 Refer to Exhibit E (County's Administration) for County contact information.
- VII. "Exhibit W1 (Budget) Amendment 3 {FY 2020-21 Supplemental Federal CARES Act Funding}" is added as an addendum to "Exhibit W1 (Budget)", and is incorporated herein by reference.
- VIII. "Exhibit X1 (Mandated Program Services) Amendment 3 {FY 2020-21 Supplemental Federal CARES Act Funding}" is added as an addendum to "Exhibit X1 (Mandated Program Service)", and is incorporated herein by reference.
- IX. The "Fiscal Year 2020-21 Supplemental Federal CARES Act Funding Allocation for Elderly Nutrition Program Services" funding allocation letter is incorporated herein by reference.

All other terms and conditions of the Subaward shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this **Amendment Three** to be subscribed on its behalf by the Acting Director of Workforce Development, Aging and Community Services, and the Subrecipient has subscribed the same through its Authorized Representative. The Authorized Representative(s) signing on behalf of Subrecipient warrants under penalty of perjury that he or she is authorized to bind Subrecipient.

COUNTY OF LOS ANGELES

By _____ Date _____
Otto Solórzano, Acting Director
County of Los Angeles
Workforce Development, Aging
and Community Services

SUBRECIPIENT

City of South El Monte
Subrecipient's Legal Name

ENP202110
Subaward Number

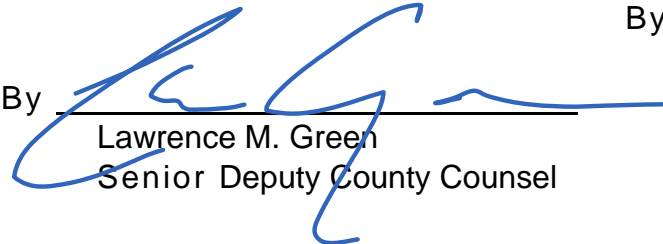
By _____ Date _____
Name of Authorized
Representative

Title

Approved as to Form:

Signature

OFFICE OF COUNTY COUNSEL
Mary C. Wickham, County Counsel

By  _____
Lawrence M. Green
Senior Deputy County Counsel

By _____ Date _____
Name of Authorized
Representative

Title

Signature