

BOARD OF RECREATION AND
PARK COMMISSIONERS

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CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

DEPARTMENT OF
RECREATION AND PARKS
221 N. FIGUEROA STREET
SUITE 1550
LOS ANGELES, CA 90012

(213) 202-2633
FAX: (213) 202-2614

MICHAEL A. SHULL
GENERAL MANAGER

September 11, 2014

Honorable City Council
C/O: Office of the City Clerk
City Hall, Room 395

Honorable Eric Garcetti, Mayor
City of Los Angeles
City Hall, Room 303

Attention: Ms. Mandy Morales, Office of the Mayor

Honorable Members:

Pursuant to the Administrative Code Section 14.6 et seq., the Department of Recreation and Parks (RAP) is transmitting copies of the grant award notification, application, and the Board of Recreation and Park Commissioners' March 19, 2014 approved Board Report No. 14-071, relative to the California Department of Education (CDE) 2013-14 Summer Food Service Program (SFSP) grant.

Recommendations for Council action, subject to the approval of the Mayor:

1. Retroactively approve the submission of the 2013-14 SFSP grant application to CDE for RAP's Summer Lunch Program;
2. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the program;
3. Authorize RAP's General Manager to accept and receive the 2013-14 SFSP grant in the approximate amount of \$700,000 from CDE to fund RAP's Summer Lunch Program; and
4. Authorize RAP's Chief Accounting Employee to appropriate funding received to the necessary account within "Recreation and Parks Grant" Fund 205 to accept the 2013-14 SFSP grant in the approximate amount of \$700,000.

Honorable Members of the City Council
September 11, 2014
Page 2

Background:

The Summer Food Service Program (SFSP) is a federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing free nutritious meals to children 18 years of age and younger. The Department of Recreation and Parks (RAP) submits an annual application to the CDE for its Summer Lunch Program that is administered at over 100 sites throughout the City of Los Angeles.

At its meeting of March 19, 2014, the Board of Recreation and Park Commissioners approved the submission of the grant application (Board Report No. 14-071). On April 9, 2014, RAP submitted the 2013-14 SFSP application. On May 19, 2014, RAP received notification from CDE that its 2013-14 SFSP application was approved.

If you have any questions, please contact Isophine Atkinson, Senior Management Analyst II, Grants Administration, at (213) 202-3272.

Sincerely,



MICHAEL A. SHULL
General Manager

MAS/VIA:bc

Enclosures

cc: Andrea Galvin, Office of the Chief Legislative Analyst
Jay Shin, Office of the City Administrative Officer

Augie Aguilar <AuAguilar@cde.ca.gov>
To: Bertha Calderon <bertha.calderon@lacity.org>

Fri, Sep 5, 2014 at 3:11 PM

The LOS ANGELES, CITY OF DEPT OF REC & PARKS is an approved sponsor of the Summer Food Service Program for the 2013-2014 program year.

Augie Aguilar, Analyst
Summer Food and Data Management Unit
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814
Tel: 916-327-5865
Fax: 916-445-4842

From: Bertha Calderon [mailto:bertha.calderon@lacity.org]
Sent: Friday, September 05, 2014 2:52 PM
To: Augie Aguilar
Subject: Application Approval

Hi Augie,

[Quoted text hidden]

Bertha Calderon <bertha.calderon@lacity.org>
To: Augie Aguilar <AuAguilar@cde.ca.gov>

Fri, Sep 5, 2014 at 3:16 PM

Yes approval to run program, thanks
[Quoted text hidden]

2013 - 2014 SFSP Sponsor Application

04026-SFSP-19
 LOS ANGELES, CITY OF DEPT OF REC & PARKS
 3900 WEST CHEVY CHASE DRIVE
 LOS ANGELES, CA 90039
 LOS ANGELES
 CD:
 Vendor #: 229300

Section A - Sponsor Type

A1. Indicate the type of sponsor (Choose One): Government
 Is this sponsor a School Food Authority (SFA)? Yes No

Street Address

A2. Address 1: 3900 WEST CHEVY CHASE DRIVE
 A3. Address 2:
 A4. City: LOS ANGELES
 A5. State: CA Zip: 90039
 A6. County: LOS ANGELES - 19
 * Note: All correspondence will be sent to the mailing address.

Mailing Address

A7. Address 1: 3900 WEST CHEVY CHASE DRIVE MS628-8
 A8. Address 2:
 A9. City: LOS ANGELES
 A10. State: CA Zip: 90039
 A11. County: LOS ANGELES - 19
 * Note: All correspondence will be sent to the mailing address.

Payment Address (Legal IRS Address)

A12. Address 1: & PARKS SUMMER FOOD PROGRAM
 A13. Address 2: 3900 CHEVY CHASE DR
 A14. City: LOS ANGELES
 A15. State: CA Zip: 90039
 A16. County:

Summer Food Service Contact

	Salutation	First Name	Last Name
A17. Name:	Ms.	BERTHA	CALDERON
A18. Title:	MANAGEMENT ANALYST		
A19. Email Address:	BERTHA.CALDERON@LACITY.ORG		
A20. Phone:	(818) 546-2383	Ext:	Fax: (818) 243-0074

This person attended current program year's CDE training.

Authorized Representative

	Salutation	First Name	Last Name
A21. Name:	Ms.	BERTHA	CALDERON
A22. Title:	MANAGEMENT ANALYST		
A23. Email Address:	BERTHA.CALDERON@LACITY.ORG		
A24. Phone:	(818) 546-2383	Ext:	Fax: (818) 243-0074
A25. Address 1:	3900 WEST CHEVY CHASE DRIVE		

A26. Address 2:

A27. City: LOS ANGELES
 A28. State: CA Zip: 90039
 A29. County: LOS ANGELES - 19

This person attended current program year's CDE training.

Civil Rights Coordinator

	Salutation	First Name	Last Name
A30. Name:	Ms.	BERTHA	CALDERON
A31. Phone:	(818) 546-2383	Ext:	

General Questions

A32. Does your agency provide year round public services to the community(ies) other than operating the SFSP? Yes No

If **No**, select the type of services your agency provides to the community

If **Other**, please describe.

A33. Indicate meal count procedures (Check all that apply)

- Count each complete meal as it is served
- Collect tickets as children receive a complete meal
- Other (explain):

A34. Will meal count form provided in the USDA Administrative Guidance for Sponsor handbook be used? Yes No

A35. Will the monitoring form provided in the USDA Administrative Guidance for Sponsor handbook be used? Yes No

A36. If this sponsor is Self-prep or Vended by School Food Authority, does the sponsor wish to receive commodity foods? Yes No

A37. Is this a faith-based agency? (This is a data element required by Federal regulation and has no impact on your program participation.) Yes No Decline to State

A38. List any federal agency providing financial support to your agency None

A39. Have any current principal staff been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Yes No

Outreach

A40. Will the prototype Public Release provided by CDE be used? Yes No

A41. List the minority and grassroots organizations contacted about the availability of the Summer Food Service Program: Los Angeles Unified School District, Little Citizens, Los Angeles City Libraries, Boys & Girls Club, WIC Clinics, YMCA, West Valley Christian Center, Pacoima Youth and Family, Meet Each Need with Dignity, Homeless Healthcare, Covenant House, Angels Flight Runaway & Homeless Youth Services, Rita Walters Learning Complex, Mother of Sorrows Catholic Church, Community Build Youth Center

A42. Are you requesting a waiver to serve more than 50,000/day (combined ADP for any one meal type)? Yes No

Racial and Ethnic Data

A43. Enter percentage estimates of potentially eligible SFSP beneficiaries, by racial and ethnic category, for the area(s) served by your site(s).

Ethnicity	
Hispanic or Latino	Not Hispanic or Latino
47	53

Race				
American Indian or Alaskan Native	Asian	Black or African American	White	Native Hawaiian or other Pacific Islander
1	10	11	30	48

Indicate the source of your data: Census Tract Housing Authority Other

If Other, please describe:

- A44. Is there a need for program information to be provided in any language other than English? Yes No
- If Yes, are these needs being met by materials and/or staff? Yes No

Sponsor Certification

I certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application, management plan, budget, and civil rights, are true and correct. I also certify that the sponsoring agency is financially and administratively capable to operate the Summer Food Service Program (SFSP). I accept on behalf of the sponsoring agency, final administrative and financial responsibility for the total SFSP operations of all sites, submitted on the site Information Sheet(s). Reimbursement will be claimed only for meals served to eligible children during the hours they are in attendance at sites approved by the California Department of Education for the SFSP. In accordance with title 7, Code of Federal Regulations, Part 225.6 (e) this certifies that SFSP agency and participating sites under its jurisdiction shall comply with all provisions of Title 7, Code of Federal Regulations, Part 225, CDE and the United States Department of Agriculture guidance material and all applicable State laws. All eligible participants in attendance, regardless of economic need, at approved sites will be offered the same meals at no charge with no discriminatory physical segregation or other discrimination because of race, color, national origin, sex, age, or disability. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal statutes.

Created By: BCaldern2 on: 2/7/2014 11:16:52 AM Modified By: BCaldern2 on: 3/19/2014 3:52:36 PM

2013 - 2014 Application Packet - SFSP Site List

04026-SFSP-19

LOS ANGELES, CITY OF DEPT OF REC & PARKS

3900 WEST CHEVY CHASE DRIVE

LOS ANGELES, CA 90039

LOS ANGELES

CD:

Vendor #: 229300

Site	Status	Last Updated
16545 - 108TH STREET RECREATION CENTER	Approved	07/17/2014
16461 - ALISO-PICO RECREATION CENTER	Pending Validation	02/07/2014
16463 - ALPINE RECREATION CENTER	Approved	07/17/2014
24510 - Alvarado Terrace	Pending Validation	02/07/2014
16549 - Arimatea Blvd. Interception	Approved	06/02/2014
16466 - BALDWIN HILLS RECREATION CENTER	Approved	07/17/2014
16550 - Banning Recreation Center	Approved	07/17/2014
16470 - BELLEVUE RECREATION CENTER	Approved	07/17/2014
16474 - BOYLE HEIGHTS	Approved	07/17/2014
16478 - BRANFORD RECREATION CENTER	Approved	07/17/2014
17058 - Cardenas Recreation Center	Approved	07/17/2014
17071 - CARLIN G. SMITH	Pending Validation	02/07/2014
16551 - Central Recreation Center	Approved	07/17/2014
16482 - CHEVY CHASE RECREATION CENTER	Approved	07/17/2014
16486 - COSTELLO RECREATION CENTER	Approved	07/02/2014
16493 - CULVER SIAUSON RECREATION CENTER	Approved	06/02/2014
17073 - CYPRESS REC CENTER	Approved	07/17/2014
16552 - Delano Recreation Center	Approved	07/17/2014
16497 - DENKER RECREATION CENTER	Approved	07/17/2014
16503 - DOWNEY RECREATION CENTER	Approved	06/02/2014
16505 - EAGLE ROCK RECREATION CENTER	Approved	07/09/2014
16510 - ECHO PARK RECREATION CENTER	Approved	06/02/2014
16515 - EL SERENO RECREATION CENTER	Approved	07/17/2014
16520 - ELYSIAN VALLEY RECREATION CENTER	Approved	07/17/2014
16553 - Evergreen Recreation Center	Approved	07/23/2014
16554 - Exposition Recreation Center	Approved	07/23/2014
16558 - Fernangeles Recreation Center	Approved	07/23/2014
16556 - Fred Roberts Recreation Center	Approved	07/23/2014
16782 - GARCIA RECREATION CENTER	Approved	07/23/2014
16557 - Glassell Recreation Center	Approved	07/23/2014
16558 - Gonzales (Pacifica) Recreation Center	Approved	07/23/2014
16559 - Green Meadows Recreation Center	Approved	07/23/2014
17392 - Hansen Dam Recreation Area	Approved	07/23/2014
16533 - HARBOR CITY RECREATION CENTER	Approved	07/23/2014
16534 - HARVARD RECREATION CENTER	Approved	07/23/2014
16535 - HAZARD RECREATION CENTER	Approved	07/23/2014
16560 - Highland Park Recreation Center	Approved	06/02/2014
17072 - HOLLENBECK REC CENTER	Approved	07/23/2014
16561 - Hollywood Recreation Center	Approved	07/23/2014
16562 - Hoover Recreation Center	Approved	07/23/2014
24511 - Hope & Peace	Approved	07/14/2014
16536 - HUBERT HUMPHREY RECREATION CENTER	Approved	07/23/2014
16537 - IMPERIAL COURTS RECREATION CENTER	Approved	06/18/2014
16532 - JIM GILLIAM RECREATION CENTER	Approved	06/06/2014

15563 - Jordan Downs Recreation Ctr	Approved	07/23/2014
24512 - Julian Dixon	Approved	07/23/2014
26604 - LACES RECREATION CENTER	Approved	07/01/2014
23918 - Lafayette Multipurpose Center	Approved	07/30/2014
15564 - Lake Street Recreation Center	Approved	07/30/2014
17069 - LAKEVIEW TERRACE RECREATION CENTER	Approved	07/30/2014
15565 - Lanark Recreation Center	Approved	07/30/2014
15566 - Lamont Grove Recreation	Approved	07/30/2014
16538 - LINCOLN HEIGHTS RECREATION CENTER	Approved	07/30/2014
15567 - Lincoln Park Recreation Ctr	Approved	07/30/2014
16539 - LINDSAY RECREATION CENTER	Approved	07/30/2014
22919 - Loren Miller Recreation Center	Approved	06/02/2014
15568 - Mac Arthur Park Rec Center	Approved	07/30/2014
16540 - MARTIN LUTHER KING CHALLENGE CENTER	Approved	07/30/2014
15569 - Montecito Recreation Center	Approved	06/02/2014
15570 - Mt Carmel Recreation Center	Approved	07/30/2014
16542 - NICKERSON GARDENS RECREATION CENTER	Approved	07/30/2014
15571 - Normandie Recreation Center	Approved	08/13/2014
16543 - NORMANDIE RECREATION CENTER	Approved	08/13/2014
15572 - North Hollywood Recreation Center	Approved	06/02/2014
17070 - NORTH WEDDINGTON REC CENTER	Approved	06/04/2014
16544 - OAKWOOD RECREATION CENTER	Approved	08/13/2014
16546 - PANORAMA RECREATION CENTER	Approved	08/13/2014
16547 - PECAN RECREATION CENTER	Approved	08/13/2014
16548 - PECK PARK RECREATION CENTER	Approved	08/13/2014
16549 - PENMAR RECREATION CENTER	Approved	08/13/2014
16550 - POINTSETTIA RECREATION CENTER	Approved	08/13/2014
23687 - Prospect Park	Approved	08/13/2014
16551 - QUEEN ANNE RECREATION CENTER	Approved	08/13/2014
16553 - RAMONA GARDENS RECREATION CENTER	Approved	08/13/2014
16613 - RAMONA HALL COMMUNITY CENTER	Approved	08/13/2014
16654 - RANCHO CIENEGA RECREATION CENTER	Approved	06/06/2014
16612 - RESEDA RECREATION CENTER	Approved	08/13/2014
15573 - Richie Valens (paxton) Rc	Approved	08/13/2014
17074 - ROBERTSON REC CENTER	Approved	08/13/2014
15574 - Rose Hill Recreation Center	Approved	08/13/2014
16555 - ROSECRAMS RECREATION CENTER	Approved	08/13/2014
15575 - Ross Snyder Recreation Ctr	Approved	08/13/2014
16556 - SAINT ANDREWS RECREATION CENTER	Approved	08/13/2014
15576 - Sepulveda Recreation Ctr	Approved	08/13/2014
15577 - Shatto Recreation Ctr	Approved	08/13/2014
16559 - SILVERLAKE RECREATION CENTER	Approved	08/13/2014
16594 - SLAUSON RECREATION CENTER	Approved	07/31/2014
16595 - SOUTH PARK RECREATION CENTER	Approved	07/31/2014
17075 - SOUTH SEAS HOUSE	Pending Validation	02/07/2014
25698 - South Seas House #2	Approved	07/31/2014
17116 - STATE ST. RECREATION CENTER	Approved	07/31/2014
17068 - STONEHURST RECREATION CENTER	Approved	07/31/2014
16596 - STONER RECREATION CENTER	Approved	07/31/2014
15578 - Sun Valley Recreation Center	Approved	07/31/2014
16599 - SUNLAND RECREATION CENTER	Approved	06/24/2014

15579 - Sutton Recreation Center	Approved	07/31/2014
15580 - Sylmar Recreation Center	Approved	07/31/2014
15581 - Toberman Recreation Center	Approved	07/31/2014
15588 - TRINITY RECREATION CENTER	Approved	06/16/2014
15595 - Valley Plaza Recreation Center	Approved	07/30/2014
15600 - VAN NESS RECREATION CENTER	Approved	07/01/2014
15603 - Van Nuys Recreation Center	Approved	07/30/2014
15605 - VICTORY WIRELAND RECREATION CENTER	Approved	07/30/2014
15602 - VINEYARD RECREATION CENTER	Approved	07/30/2014
15603 - WASHBURN RECREATION CENTER	Approved	07/30/2014
15604 - WILMINGTON RECREATION CENTER	Approved	07/30/2014
15616 - WINNETKA RECREATION CENTER	Approved	07/30/2014
15636 - YOSEMITE RECREATION CENTER	Approved	07/30/2014
15585 - Yucca Community Center	Approved	07/30/2014
App Site		

Total Sites Listed: 109

2013 - 2014 SFSP Budget Detail

04028-SFSP-19
 LOS ANGELES, CITY OF DEPT OF REC & PARKS
 3900 WEST CHEVY CHASE DRIVE
 LOS ANGELES, CA 90039
 LOS ANGELES
 CD:
 Vendor #: 229300

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$ 0.00
Lunch	108	334,840	\$ 1,074,836.40
Snack	0	0	\$ 0.00
Supper	0	0	\$ 0.00
CCNSP Snack	0	0	\$ 0.00
		Sub Total	\$1,074,836.40

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$ 0.00
Lunch	108	334,840	\$ 92,918.10
Snack	0	0	\$ 0.00
Supper	0	0	\$ 0.00
CCNSP Snack	0	0	\$ 0.00
		Sub Total	\$92,918.10

Projected Operating Costs

Food for all vended and self-prep meals:	\$ 679,800.00
Non Food Supplies:	\$ 2,000.00
Operational Personnel (Prep, Serving, Supervision and Clean-up):	\$ 0.00
Facility and Utility:	\$ 0.00
Equipment Rental:	\$ 0.00
Transportation:	\$ 0.00
Other:	\$ 0.00
	Sub Total \$681,800.00

Projected Administrative Costs

Administrative Personnel:	\$ 81,128.00
Office Expense, such as printing, postage, phone, etc.:	\$ 0.00
Facility and Utility:	\$ 0.00
Transportation:	\$ 0.00
Other: Advertising, Forms, Supplies	\$ 3,000.00
Indirect Cost: 0.00%	\$ 0.00
Name of Cognizant Agency:	
	Sub Total \$84,128.00

Estimated Cost-Reimbursement Summary

Total SFSP Costs	\$765,928.00
Total SFSP Reimbursement	\$1,167,754.50

	Balance	\$401,826.50
Actual Available Funds		
Excess SFSP revenue amount from the prior program year or previous participation in SFSP		\$ 0.00
Amount from other funding resources (e.g. grant, donations)		\$ 0.00
	Balance	\$0.00

Adult Meal Information		
Will meals be sold to non-program adults?	Yes	No
Will meals be provided at no cost to non-program adults?	Yes	No

Misc		
Identify how excess funds will be used:		
<input type="checkbox"/>	Used to improve the meal service or other aspects of the SFSP	
<input type="checkbox"/>	Kept for next year's SFSP operations	
<input type="checkbox"/>	Pay for allowable costs of the other CN programs	
Is there a rental agreement, lease, or contract associated for any of the non-food costs listed above?	Yes	No

Created By: BCalderon2 on: 3/3/2014 2:03:07 PM Modified By: BCalderon2 on: 3/3/2014 2:12:57 PM

2013 - 2014 SFSP Management Plan

04028-SFSP-19
 LOS ANGELES, CITY OF DEPT OF REC & PARKS
 3900 WEST CHEVY CHASE DRIVE
 LOS ANGELES, CA 90039
 LOS ANGELES
 CD:
 Vendor #: 229300

Management Plan Version: Original

Executive Officers of Private Nonprofit Agencies

Governing Board for Private, Nonprofit Agencies

NOTE: Telephone number and mailing address must be a home or personal business address; do not list agency information for board members.

Complete the requested information for your agency's board members/executive officers:

BOARD MEMBER/OWNER	TELEPHONE #, FAX #, AND EMAIL	MAILING ADDRESS
First Last NAME: TITLE: OFFICE HELD: Board Chair		
First Last NAME: TITLE: OFFICE HELD: Executive Director/Officer		
First Last NAME: TITLE: OFFICE HELD:		
First Last NAME: TITLE: OFFICE HELD:		
First Last NAME: TITLE: OFFICE HELD:		

Administrative Staff

Name: Bertha Calderon Position title: Program Supervisor

Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a continuing sponsor, is this person performing the same function in SFSP as last year? Yes No

Name: _____ Position title: _____
 Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a continuing sponsor, is this person performing the same function in SFSP as last year? Yes No

Name: _____ Position title: _____
 Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a continuing sponsor, is this person performing the same function in SFSP as last year? Yes No

Name: _____ Position title: _____
 Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a continuing sponsor, is this person performing the same function in SFSP as last year? Yes No

Name: _____ Position title: _____
 Has this person attended the mandatory SFSP training provided by CDE this program year? Yes No

If this is a continuing sponsor, is this person performing the same function in SFSP as last year? Yes No

Administrative Personnel

Duties Performed	Number of personnel in this position	Training date (Do NOT list training provided by CDE)
Overall Management	1	
Claims Preparation	1	
Accounting	1	
Training/Monitoring	12	

Operational Personnel

Duties Performed	Number of personnel in this position	Training date (Do NOT list training provided by CDE)
Site Supervisor	105	
Volunteer(s)		

Summer Food Service Program Monitoring System

NSD 8050 (REV. 11/09)

Sponsors are required to conduct monitoring visits to ensure their approved Summer Food Service Program (SFSP) sites operate according to Title 7 Code of Federal Regulations 225 and the Management Bulletin NSD-SFSP-01-2009 Monitoring Sponsor Requirements for CCNSP Sites. Based on the SFSP requirements complete your monitoring system plan and schedule for the SFSP below.

1. MONITORING PLAN

A. Describe when your agency will schedule the required monitoring visits for all sites in a timely manner.

We will conduct pre-operational visits before the program starts for those sites that need them; During the 1st week, staff will conduct 1st week site visits for problem sites; staff will do Site Reviews during the 1st month; and, staff will conduct random and follow-up site visits after Site Reviews.

B. Describe how your SFSP monitor(s) will verify that meal count records observed during their visit validate the number reported on the claim forms.

Staff collect records on the day of their visit and compare to what was observed.

C. When your monitor observes that meals do not meet the SFSP meal requirement, describe how those meals will not be claimed for reimbursement.

The meals will be recorded as disallowed and marked accordingly on records.

D. When your monitor discovers problems during an SFSP site visit, describe your agency's corrective action plan. Include follow-up procedures, staff involved, and their responsibilities.

Staff discuss problem with site staff/supervisor and needed corrective action, staff will re-train if necessary and leave report with site staff. Program Manager will contact and meet site supervisor if necessary. Site will be closed down if there is a serious problem. Staff and/or Program Manager will conduct follow-up sites visits.

E. Describe the procedures your sites will use to ensure that complete meals/snacks are counted at the point of service.

Site staff is trained on serving complete meals. Meals are checked upon delivery and sponsor is contacted if there are any problems with meals.

F. What is the maximum amount of time allowed to lapse between meal delivery time to a satellite meal site and meal service time?

2 hours, sometimes 3

G. If meals are delivered more than one hour before serving, how will you ensure meals are maintained at the proper temperature?

Meals are transported in refrigerated trucks. Upon arrival, meals are put in refrigerators or staff put meals in tubs with ice.

H. When will your site personnel verify temperatures of meals delivered from the central kitchen (or vendor) are within the proper temperature range?

Upon delivery and temperature is monitored if they are kept in tubs

2. FOR AGENCIES THAT PURCHASE COMPLETE MEALS FROM A FOOD SERVICE VENDOR.

1. Describe how your agency will ensure the components and portion sizes the food service vendor provides meet the SFSP Meal Pattern/Food Buying Guide requirements.

Staff is trained regarding component and portion size. Staff also checks meals randomly while they conduct site visits.

3. Describe how deficient meals received from the vendor will be corrected to meet the SFSP Meal Pattern/Food Buying Guide requirements. Include staff involved and their responsibilities.

Site staff contacts our office if there any problems with the meals. Program staff will advise the program supervisor if they observe any problems while conducting site visits. Food vendor is contacted immediately to advise of the problem and discuss corrective action.

APPROVED

REPORT OF GENERAL MANAGER

MAR 19 2014

NO. 14-071

DATE March 19, 2014

BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CALIFORNIA DEPARTMENT OF EDUCATION - SUMMER FOOD SERVICE PROGRAM 2013-2014 - AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR SUMMER LUNCH PROGRAM; ACCEPTANCE OF GRANT FUNDS

R. Adams _____
R. Barajas _____
H. Fujita _____

V. Israel _____
*K. Regan _____
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a Summer Food Service Program 2013-2014 (SFSP) grant application to the California Department of Education (CDE) for the Department of Recreation and Parks (RAP) Summer Lunch Program in the approximate amount of \$800,000.00, subject to Mayor and City Council consideration;
2. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the SFSP grant award, if awarded, in the approximate amount of \$800,000.00 from the CDE for RAP's Summer Lunch Program, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project(s); and,

REPORT OF GENERAL MANAGER

PG. 2 NO. 14-071

5. Authorize RAP's Chief Accounting Employee to establish the necessary account within "Recreation and Parks Grant" Fund 205 to accept the SFSP grant, if awarded, in the approximate amount of \$800,000.00 for RAP's Summer Lunch Program.

SUMMARY:

The Summer Food Service Program (SFSP) is a federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing nutritious meals to children 18 years of age and younger. The Department of Recreation and Parks (RAP) submits an annual application to the CDE for its Summer Lunch Program. The application for the program is due by April 9, 2014.

RAP has participated in the SFSP since 1975. The program offers free lunches at over one hundred (100) parks during the summer months when Los Angeles Unified School District (LAUSD) schools are not in session. All sites are "drop-in" sites where meals are available to all children in the area. Children do not need to apply, meet eligibility requirements, sign up, or sign in. The lunches are nutritious and well-balanced meals that must meet Federal meal pattern requirements.

The SFSP currently reimburses RAP at a rate of \$3.4875 per lunch, which is calculated based on the number of "first" meals (meals served that do not include leftovers or second servings to the same children) with an allowance for second servings to be claimed. For summer 2013, RAP served 198,868 lunches and was reimbursed \$678,637.05.

FISCAL IMPACT STATEMENT:

There is no anticipated impact to RAP's General Fund.

Prepared by Bertha Calderon, Management Analyst, Metro Region.