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PARK COMMISSIONERS

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CITY OF LOS ANGELES  
CALIFORNIA



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MAYOR

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

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

JON KIRK MUKRI  
GENERAL MANAGER

May 6, 2013

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

Honorable Antonio R. Villaraigosa, 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 application, grant award notification, and the Board of Recreation and Park Commissioners' February 20, 2013 approved Board Report No. 13-058, relative to the California Department of Education (CDE) 2012-13 Summer Food Service Program (SFSP) grant.

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

1. Retroactively approve the submission of the 2012-13 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 2012-13 SFSP grant in the approximate amount of \$800,000 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 2012-13 SFSP grant in the approximate amount of \$800,000.

Honorable Members of the City Council

May 6, 2013

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 February 20, 2013, the Board of Recreation and Park Commissioners approved submittal of the grant application (Board Report No. 13-058). On March 7, 2013, RAP submitted the 2012-13 SFSP application. On April 24, 2013, RAP received notification from CDE that its 2012-13 SFSP application was approved.

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

Sincerely,



JON KIRI MUKRI  
General Manager

JKM/VI/IA:bc

Enclosures

cc: Claudia Aguilar, Office of the City Administrative Officer  
Andrea Galvin, Office of the Chief Legislative Analyst

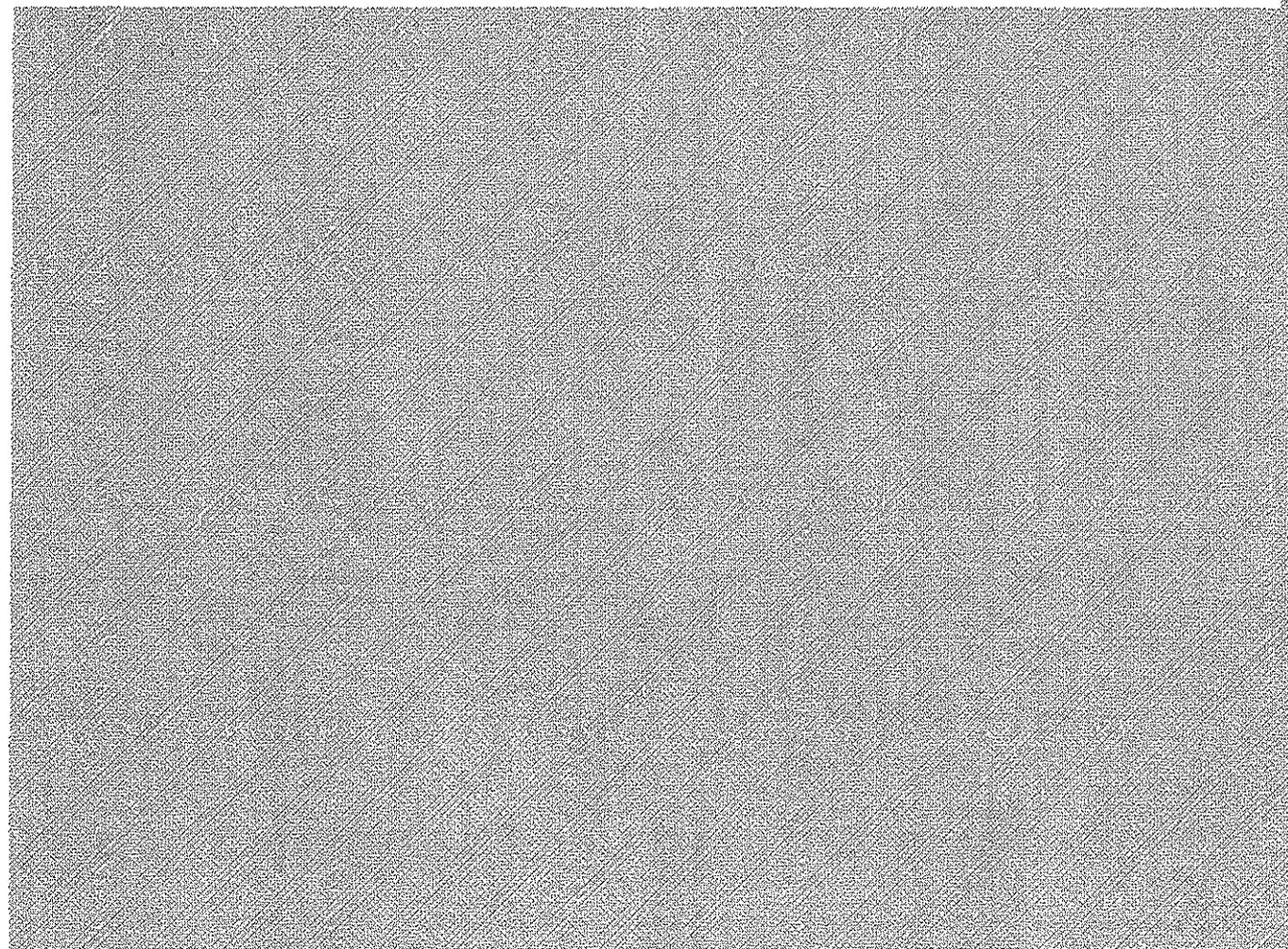
**2012 - 2013 Application Packet**

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

Packet Item	Status
Sponsor Application	Submitted
Site Application(s) - Summer Food Service Program	114 Applications      0 Require(s) Attention
Food Production Facility Information	4 Facilities
Site Field Trip(s)	No Field Trips      0 Require(s) Attention
Annual Budget	Pending Approval
Management Plan	Pending Approval
Checklist	209 Item(s)      0 Require(s) Attention

**Packet History**

Event	Event Date/Time	User
109TH STREET RECREATION CENTER site application revision has been deleted.	3/11/2013 8:37:26 AM	auaguilar
109TH STREET RECREATION CENTER site application has been revised.	3/11/2013 8:19:31 AM	auaguilar
The application packet was submitted.	3/7/2013 9:17:17 AM	BCalderon2
LOS ANGELES, CITY OF DEPT OF REC & PARKS started in 2013.	2/8/2013 2:02:39 PM	BCalderon2



**2012 - 2013 SFSP Sponsor Application**

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

**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)** request change

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

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:

Complex, Mother of Sorrows Catholic Church, Community Build Youth Center

**Racial and Ethnic Data**

A42. 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:

A43. 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: BCalderon2 on: 2/8/2013 2:02:39 PM Modified By: BCalderon2 on: 3/7/2013 9:16:21 AM



**Cost-Reimbursement Summary**

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Total SFSP Costs	\$748,166.14
Total SFSP Reimbursement	\$0.00
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
<b>Balance</b>	<b>\$-748,166.14</b>

**Adult Meal Information**

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

**Misc**

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Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- 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: BCalderson2 on: 2/8/2013 2:05:11 PM Modified By: BCalderson2 on: 2/11/2013 10:55:23 AM

**2012 - 2013 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

**Board Chairman**  
 (Required for Private Non-profit Organizations. Complete form 'Executive Officers of Private Non-profit Agencies'.)

	Salutation	First Name	Last Name
Name:			
Title:			
Email Address:			
Phone:		Ext:	Fax:
Address 1:			
Address 2:			
City:			
State:	CA	Zip:	

**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	04/30/2013
Claims Preparation	1	04/30/2013
Accounting	1	04/30/2013
Training/Monitoring	12	04/30/2013

**Operational Personnel**

Duties Performed	Number of personnel in this position	Training date (Do NOT list training provided by CDE)
Site Supervisor	107	05/31/2013
Volunteer(s)		

**Sponsor Monitoring Plan**

Have you developed a system to ensure all required monitoring visits will be conducted?  Yes  No



Isophine Atkinson &lt;isophine.atkinson@lacity.org&gt;

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**Fwd: SFSP application approved**

1 message

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**Bertha Calderon** <bertha.calderon@lacity.org>

Fri, Apr 26, 2013 at 1:44 PM

To: Isophine Atkinson &lt;Isophine.Atkinson@lacity.org&gt;, Gonzalo Manrique &lt;gonzalo.manrique@lacity.org&gt;

----- Forwarded message -----

From: **Augie Aguilar** <AuAguilar@cde.ca.gov>

Date: Wed, Apr 24, 2013 at 10:07 AM

Subject: SFSP application approved

To: "Bertha Calderon (bertha.calderon@lacity.org)" &lt;bertha.calderon@lacity.org&gt;

Hi Bertha,

Sorry I am just getting back to you, I was just waiting to confirm your training and we had got a little backlogged here in the office. Your application was approved. Feel free to call or email with any questions. I will be here the next few days, but for personal reasons I will be out of the office until possibly the 20<sup>th</sup> of May.

Feel free to contact any of the other SFSP specialist with any questions during that time.

Dennis Arena	916-324-9073	darena@cde.ca.gov
Melissa Garza	916-322-5885	mgarza@cde.ca.gov
Tanya McCrae	916-322-8323	tmccrae@cde.ca.gov

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

—  
Bertha Calderon, Mgmt Analyst  
City of LA, Rec & Parks  
Summer Lunch Program  
Telephone 818-546-2383  
Fax 818-243-0074

REPORT OF GENERAL MANAGER

**APPROVED**  
FEB 20 2013

NO. 13-058

DATE February 20, 2013

BOARD OF RECREATION  
& PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

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

R. Adams

H. Fujita

\*V. Israel

K. Regan

M. Shull

N. Williams

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a 2013 Summer Food Service Program (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, 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 the 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 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,
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 for RAP's Summer Lunch Program.

## REPORT OF GENERAL MANAGER

PG. 2      NO. 13-058

### 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 10, 2013.

RAP has participated in the SFSP since 1975. The program offers free lunches at over 100 parks during the summer months when 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 reimburses RAP at a rate of \$3.325 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 2012, RAP served 173,552 lunches and was reimbursed \$587,730.34.

### FISCAL IMPACT STATEMENT:

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

This report was prepared by Bertha Calderon, Management Analyst, Grants Administration Division.