



ERIC GARCETTI  
MAYOR

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Council District: Citywide  
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April 12, 2018

Honorable Eric Garcetti  
Mayor, City of Los Angeles  
200 N. Spring St., Room 303  
Los Angeles, CA 90012

Los Angeles City Council  
c/o City Clerk's Office  
200 N. Spring St., Room 395  
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**HEALTH, EDUCATION, AND NEIGHBORHOOD COUNCIL COMMITTEE  
TRANSMITTAL: FISCAL YEAR 2018-2019 BUDGET AND STANDARD AGREEMENT  
TV-1819-25 FOR SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)**

The Los Angeles, Department of Aging (LADOA) requests authorization to accept \$1,498,595 in FY 2018-2019 Senior Community Service Employment Program (SCSEP) grant funds from the California Department of Aging. SCSEP is an employment training program that provides classroom training to develop new work skills and on-the-job training to establish work experience.

LADOA respectfully requests approval of the following recommendations:

**RECOMMENDATIONS**

That the City Council, subject to the approval of the Mayor:

1. Approve the FY 2018-2019 SCSEP Budget included as an attachment to this report and the Standard Agreement No. TV-1819-25 with the State of California, Department of Aging;
2. Authorize the General Manager, Los Angeles Department of Aging (LADOA) or designee to:
  - a. Execute the FY 2018-2019 SCSEP Budget Application (attached) and the Standard Agreement No. TV-1819-25, subject to the review and approval of the City Attorney as to form and legality;
  - b. Accept from the State of California, Department of Aging \$1,498,595 in SCSEP Program funds;

3. Authorize the Controller to:

A. Establish new accounts and appropriate \$1,183,890 within the Other Programs for Aging Fund No. 410, as follows:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
021021	Enrollee Wages	\$1,183,890
	<b>Total</b>	<b>\$1,183,890</b>

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

**SUMMARY**

LADOA requests approval of the Fiscal Year 2018-2019 SCSEP Budget and Standard Agreement with the State of California, Department of Aging. The SCSEP provides classroom training and part-time work experience in non-profit community service agencies to 164 City residents who are at least 55 years old, unemployed and have annual incomes that are no more than 125% of Federal Poverty Guidelines. Program participants, who are technically trainees, are paid under the City classification of Community Administrative Support Workers. The participants perform a variety of training duties that include clerical and office functions, food service, stock, and other community support work.

The FY 2018-2019 SCSEP grant award totals \$1,498,595, which reflects an increase of \$109,652 from the FY 2017-2018 SCSEP grant award of \$1,388,943 (Council File No. 17-0515). The general breakdown of expenses for FY 2018-19 is as follows:

Expense Category	FY 2018-19 Original
Department Salaries	\$314,705
SCSEP Participant Salaries	1,183,890
<b>Grand Totals:</b>	<b>\$1,498,595</b>

As a condition of the SCSEP grant award, the City provides a grant match of \$281,307 in General Funds in the adopted FY 2018-19 City Budget, as follows:

- \$143,280 in Department staff fringe benefits and indirect costs
- \$138,027 in program participant fringe benefits (Physical Exams, Social Security match, Workers' Compensation)

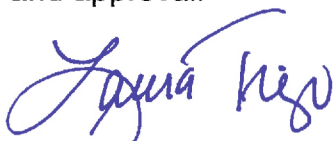
Adoption of the report recommendations will result in no additional impact on the General Fund. Since program expenses are fully funded by the SCSEP grant and appropriated General Fund dollars, the report recommendations comply with the City's Financial Policies. Both the FY 2018-2019 SCSEP Budget and Standard Agreement TV-1819-25 are included as attachments to this report.

**FISCAL IMPACT STATEMENT**

The LADOA's proposed action authorizes the receipt of \$1,498,595 in Federal grant dollars for the SCSEP program.

Adoption of the report recommendations result in no material impact on the General Fund and the report recommendations materially comply with the City's Financial Policies.

A copy of this transmittal with attachments is being forwarded to the City Attorney for review and approval.



LAURA TREJO, MSG, MPA  
General Manager

LT:JD:MP:MFR:ss:n/Transmittal 18-03 041218

**Attachments**

cc: City Attorney  
City Administrative Officer  
Chief Legislative Analyst  
President, Council on Aging