

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

608



**FROM :** Office on Aging

**SUBMITTAL DATE:**  
July 9, 2012

**SUBJECT:** FY 2012/2013 Standard Agreement AP-1213-21 between California Department of Aging (CDA) and County of Riverside for Title III/VII.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and direct the Auditor Controller's Office to make the budget adjustment as shown in Schedule A, attached
2. Return all 2 copies to the Office on Aging for further processing.

**BACKGROUND:** Funds provided under this Agreement support the provision of services, programs and other activities for senior citizens countywide in accordance with Title III & Title VII of the Older Americans Act and the Older Californians Act.

Continued next page...

*Hilary Clarke & Edward F Walsh*  
Hilary Clarke, Deputy Director for Edward F. Walsh, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$638,197	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$0	For Fiscal Year:	12/13

<b>SOURCE OF FUNDS:</b> Federal 100%	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Lani Sioson*  
County Executive Office Signature

FISCAL PROCEDURES APPROVED  
 PANGULO, CPA, AUDITOR-CONTROLLER  
BY: *Jessica Jung*  
 PANGULO WONG

Consent  
 Consent

3.32

From: OFFICE ON AGING

**SUBJECT:** FY 2012/2013 Standard Agreement AP-1213-21 between California Department of Aging (CDA) and County of Riverside for Title III/VII

Continued,

The services include Supportive Services and Senior Centers (IIIB), Congregate and Home Delivered Nutrition (IIIC & NSIP), Preventive Health and Medication Management (IIID), National Family Caregiver Support (IIIE), Long Term Care Ombudsman Services (VII-a), and Elder Abuse Prevention (VII-b).

The term of this agreement is July 1, 2012 through June 30, 2013 and the California Department on Aging (CDA) agreement amount totals \$7,169,231, agenda reference number 3.48 on June 5, 2012.

The amount of \$6,531,034 has been already processed through the countywide recommended budget adopted by the Board of Supervisors on June 11, 2012; which reflects an underestimated amount of \$638,197, therefore a budget adjustment is needed as outlined on schedule "A".

This agreement reflects the current contract from California Department of Aging and is subject to some modifications based on the State final legislative process.

There is no impact to County General Funds and we are requesting for no additional matching funds.

From: OFFICE ON AGING

**SUBJECT:** FY 2012/2013 Standard Agreement AP-1213-21 between California Department of Aging (CDA) and County of Riverside for Title III/VII

OFFICE ON AGING  
SCHEDULE A  
FY 12/13

**INCREASE ESTIMATED REVENUE**

5300100000 21450 767140 Fed-Misc Reimbursement	671,344
5300100000 21450 751220 CA-Congregate Nutrition	6,289
5300100000 21450 751600 CA-Other Aid to Health	<u>1,047</u>
Total	678,680

**DECREASE ESTIMATED REVENUE**

5300100000 21450 755260 CA-Home Del Meals	<u>(40,483)</u>
Total	(40,483)

**INCREASE APPROPRIATION**

5300100000 21450 527780 Special Program Expense	232,426
5300100000 21450 536200 Contrib. To Non-County Agency	<u>405,771</u>
Total	638,197

**Exhibit B - Budget Detail, Payment Provisions, and Closeout**

**AREA PLAN  
 Budget Display  
 Fiscal Year 2012/13  
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>							
Federal Title IIIB	1,586,975	-	1,586,975	-	-	1,586,975	-
Total Supportive Services	1,586,975	-	1,586,975	-	-	1,586,975	-
<b>Ombudsman</b>							
Federal Title IIIB	51,472	-	51,472	-	-	51,472	-
Federal Title VIIa	65,818	-	65,818	-	-	65,818	-
Special Deposit (SDF)	43,438	-	43,438	-	-	43,438	-
SNF Quality & Accountability	101,550	-	101,550	-	-	101,550	-
Total Ombudsman	262,278	-	262,278	-	-	262,278	-
<b>Congregate Nutrition</b>							
Federal Title IIIC1	2,090,011	-	2,090,011	-	-	2,090,011	-
General Fund C1	168,103	-	168,103	-	-	168,103	-
NSIP C1	141,165	-	141,165	-	-	141,165	-
Total Congregate Nutrition	2,399,279	-	2,399,279	-	-	2,399,279	-
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	1,041,371	-	1,041,371	-	-	1,041,371	-
General Fund C2	117,862	-	117,862	-	-	117,862	-
NSIP C2	268,278	-	268,278	-	-	268,278	-
Total Home Delivered Meals	1,427,511	-	1,427,511	-	-	1,427,511	-
<b>Disease Prevention</b>							
Federal Title IIID	115,556	-	115,556	-	-	115,556	-
Total Disease Prevention	115,556	-	115,556	-	-	115,556	-
<b>Family Caregiver</b>							
Federal Title IIIE	734,235	-	734,235	-	-	734,235	-
Total Title IIIE	734,235	-	734,235	-	-	734,235	-
<b>Elder Abuse</b>							
Federal Title VIIb	27,486	-	27,486	-	-	27,486	-
Total Elder Abuse	27,486	-	27,486	-	-	27,486	-
<b>Administration</b>							
Federal Title IIIB	193,255	-	193,255	-	-	193,255	-
Federal Title IIIC1	227,877	-	227,877	-	-	227,877	-
Federal Title IIIC2	113,542	-	113,542	-	-	113,542	-
Federal Title IIIE	79,856	-	79,856	-	-	79,856	-
General Fund C1	1,091	-	1,091	-	-	1,091	-
General Fund C2	290	-	290	-	-	290	-
Total Administration	615,911	-	615,911	-	-	615,911	-
<b>Grand Total - All Funds</b>	<b>7,169,231</b>	<b>-</b>	<b>7,169,231</b>	<b>-</b>	<b>-</b>	<b>7,169,231</b>	<b>-</b>

**Exhibit B - Budget Detail, Payment Provisions, and Closeout**

**AREA PLAN  
 Budget Display  
 Fiscal Year 2012/13  
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Funding Summary</b>							
Federal Funds	6,736,897	-	6,736,897	-	-	6,736,897	-
General Fund	287,346	-	287,346	-	-	287,346	-
SNF Quality & Accountability	101,550	-	101,550	-	-	101,550	-
Special Deposit	43,438	-	43,438	-	-	43,438	-
	<b>7,169,231</b>	<b>-</b>	<b>7,169,231</b>	<b>-</b>	<b>-</b>	<b>7,169,231</b>	<b>-</b>

**Comments:**

The maximum amount of Title III/II Baseline expenditures allowable for the first quarter is:	1,581,864
The maximum amount of Title IIIE expenditures allowable for supplemental services is:	217,091
The maximum amount of Title IIIE expenditures allowable for Grandparents is:	108,545
The minimum General Fund to be expended for State Match in Title III is:	284,348

CFDA NUMBER	Title	Year	Award Number	Award Name
93.041	Title VII: Elder Abuse Prevention	2012	12AACAT7SP	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
		2013	13AACAT7SP	
93.042	Title VII: Ombudsman	2012	12AACAT7SP	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
		2013	13AACAT7SP	
93.043	IIID: Preventive Health	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.044	IIIB: Supportive Services	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.045	IIIC1: Congregate Meals	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.045	IIIC2: Home-Delivered Meals	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.052	IIIE: NFCSP	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.053	Nutrition Services Incentive Program	2012	12AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program
		2013	13AACANSIP	

## CALIFORNIA DEPARTMENT OF AGING

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✗ Only (916) 928-2267

Phone Number (916) 419-7500



# PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: <b>Area Agency on Aging Directors</b>	NO.: <b>PM 12-08(P)</b>
SUBJECT: <b>Area Plan</b> <b>Fiscal Year 2012-13 Area Plan Budget Display and Contract</b>	DATE ISSUED: <b>April 23, 2012</b>
REVISED:	EXPIRES: <b>June 30, 2013</b>
REFERENCES: <b>Older Americans Act Amendments of 2006</b>	SUPERSEDES: <b>PM 11-07(P)</b>
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: <b>NSIP</b>	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other: <b>Transmit FY 12-13 Area Plan Budget Displays and Contracts</b>	

## Purpose

The purpose of this Program Memo (PM) is to transmit your Area Plan (AP) Budget Display and contract for Fiscal Year (FY) 2012-13. The California Department of Aging (CDA) did not issue Planning Estimates for Area Plan allocations in advance of this PM.

## Funding Allocation

As detailed below, the total federal funding for Titles III and VII declined between Federal Fiscal Year (FFY) 2011 and FFY 2012.

Program	FFY 2011	FFY 2012	Difference
Title III B	\$ 36,119,018	\$ 36,037,733	\$ -81,285
Title III C1	43,329,271	43,263,238	-66,033
Title III C2	21,788,413	21,871,061	82,648
Title III D	2,127,762	2,123,744	-4,018
Title III E	15,325,773	15,382,312	56,539
Title VII A (Elder Abuse)	1,684,324	1,690,680	6,356
Title VII A (Ombudsman)	498,865	497,038	-1,827
<b>Total</b>	<b>\$ 120,873,426</b>	<b>\$ 120,865,806</b>	<b>\$ -7,620</b>

At present, CDA does not have final information about the FFY 2012 Nutrition Services Incentive Program (NSIP) funding level. However, CDA anticipates that in FFY 2012 the NSIP funding level will be slightly lower than in FFY 2011.

**Allocation  
Methodology****Federal Title III Funding**

To allocate federal funds, CDA:

- Allocated federal funds using population factors consistent with federal requirements.
- Used the best available data to determine the number of persons with characteristics corresponding to each population factor.
- Used the following data sources to determine the number of persons with characteristics corresponding to each population factor:

<b>Population Factors</b>	<b>Data Source</b>
Non-Minority 60+	2010 Census
Minority 60+	2010 Census
Low Income	2010 Census
Geographic Isolation	2010 Census
Medi-Cal Eligible	Department of Health Care Services

**State Funding**

To allocate State Title III General Fund (GF), CDA:

- First allocated GF to match designated federal funds as mandated by federal regulations.
- Allocated the remaining GF for Maintenance of Effort to bring AAAs to a funding level consistent with the previous year's total allocation for selected funds. CDA makes this Maintenance of Effort adjustment to the degree possible with available funds.

Note: CDA did not have sufficient funds to fully fund Maintenance of Effort.

**Ombudsman Federal Funding**

To allocate federal funds for the Ombudsman Program, CDA:

- Provided each Area Agency on Aging (AAA) with \$35,000 in baseline funding, unless the number of long-term care facility (i.e., skilled nursing facility, intermediate care facility, and residential care facility) beds in its Planning and Service Area (PSA) is below 500 beds, and the number of long-term facilities is fewer than 10. AAAs that fall below this threshold received a lower baseline allocation.
- Allocated the balance of federal funds pursuant to Welfare and Institutions (W&I) Code Section 9719.5 using the following factors:

<b>Factor</b>	<b>Percentage</b>
Number of Long-Term Care Facilities	50 percent
Number of Long-Term Care Beds	40 percent
Square Miles in the PSA	10 percent

Location  
Methodology,  
Continued

**Ombudsman Federal Funding, *continued***

- Used the following data sources for bed and facility data:

Facility Type	Data Source
Residential Care Facilities	Department of Social Services, Community Care Licensing
Skilled Nursing and Intermediate Care Facilities	Department of Public Health, Licensing and Certification Division

**Ombudsman Special Funds**

To allocate Special Funds for the Ombudsman Program, CDA:

- Allocated funds from the Skilled Nursing Facility Quality and Accountability Fund pursuant to W&I Code Section 9719.5.
- Allocated funds from the State Health Facilities Citations Penalties Account of the Special Deposit Fund based on the number of skilled nursing facility beds in the PSA.

New Title III D  
Expenditure  
Guideline

Guidelines for expending Title III D Preventive Health Program funds have changed as follows:

- All Title III D Program activities must be evidence-based and evaluated as effective.
- Title III D Program funds no longer need to be used for Medication Management.

Note: CDA will issue separate guidance on Title III D Program requirements by May 31, 2012.

Budget  
Submission  
Instructions

AAAs must submit their Original Area Plan Budget (CDA 122) for FY 2012-13 in the following manner:

- Incorporate the amounts shown in your Budget Display (attached to this PM).
- Include Ombudsman Special Funds in the AP Budget (CDA 122).
- Submit the Original Area Plan Budget electronically to your AAA-Based Team Fiscal Specialist.

Budget  
Submission  
Due Date

AAAs must submit their Original Budget forms as soon as possible, but no later than 30 calendar days from the date of this PM.



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**Expenditure Reports and Requests for Funds**

- AAAs must use the California Aging Reporting System to report Title III and VII monthly expenditures and request funds.
- For Ombudsman Special Funds, CDA will issue separate guidance for reporting monthly expenditures and making fund requests by May 31, 2012.
- CDA will not process payments for FY 2012-13 until your Original FY 2012-13 AP Budget (CDA 122) is approved and the contract fully executed.

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**Expenditure Deadline**

June 30, 2013

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**Fiscal Inquiries**

Contact your assigned AAA Fiscal Team Specialist.

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**Attachments**

- Area Plan 2012-13 Budget Displays and Contracts.
- An electronic copy of the original FY 2012-13 AP Budget (FY 12-13 CDA 122 Rev. 4/12) is available at the CDA website at: [http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal Form Documents/](http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/)

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**Contract Package**

Contract packages will be mailed to each Area Agency on Aging Contract Representative separately from this PM.

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*Lora Connolly*

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Lora Connolly  
Director