

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

120



**FROM :** Office on Aging

**SUBMITTAL DATE:**

March 14, 2013

**SUBJECT:** Approval to increase funding amount to service provider Colorado River Senior/Community Center and allow Purchasing Agent to enter into contract amendments with Colorado River Senior/Community Center.

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

- 1) Approve the \$7,500 increase in the agreement with Colorado River Senior/Community Center for a new annual amount of \$49,158 and;
- 2) Authorize the Purchasing Agent to execute contract amendments that do not change the substantive terms of the agreement, and to increase funding not to exceed 10% of the new annual amount and to execute renewal options.

**BACKGROUND:** The Older Americans Act authorizes the Area Agency on Aging (AAA) to be the leader in all aging issues on behalf of older persons residing in the planning and service area.  
(Continued on Page 2)

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY: Lissette Rose  
Lissette Rose

Michele Wilham  
Michele Wilham, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 7,500.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

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

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

Policy  
 Consent  
 Policy  
 Consent

FORM APPROVED COUNTY COUNSEL  
 BY: Neal R. Kipnis  
 DATE: 3/26/13  
 NEAL R. KIPNIS

Purchasing:  
 Mark Seiler, Assistant Director

**SUBJECT:** Approval to increase funding amount to service provider Colorado River Senior/Community Center and allow Purchasing Agent to enter into contract amendments with Colorado River Senior/Community Center.

**BACKGROUND:**

The County through the Office on Aging is responsible for meeting the needs of special populations including, but not limited to: Older individuals residing in rural areas; older individuals with greatest economic needs (with particular attention to low-income minority individuals and older individuals residing in rural areas); and older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas).

This increase will assist with the provision of critically needed senior services to older adults in the Colorado River Communities. The Colorado River Senior/Community Center is located in a rural, very low income, desolate desert area of the county. Clients are spread over a very large area, over 400 square miles. The main purpose of the center is to promote the general welfare and economic development of seniors residing in this area. The center provides nutrition services, commodities distribution, transportation assistance, and daily activities to attain and/or maintain the physical and mental well-being of clients. Without the services supported through this agreement, the quality of life for seniors in the Colorado River Communities would be compromised.

The FY 2012-2013 Title IIIB original contract with Colorado River Senior/Community Center approved and signed by the Board on July 31, 2012 Agenda item 3.33; total the amount of \$41,658.00 of federal funds. The terms of this agreement remains unchanged (7/1/12 – 6/30/13) however; an adjustment of \$7,500.00 is needed for total contract amount of \$49,158.00.

The Office on Aging respectfully requests that the Board of Supervisors allow the Purchasing Agent to expedite this contract budget increase for Colorado River Senior/Community Center and allow to enter into contract amendments with the provider to increase funding amounts not to exceed 10% of the new contract amount. Approval by the Board of Supervisors of this recommended motion would allow the Office on Aging to efficiently expedite contract budget adjustments to deliver much needed services to the Colorado River Community in a timely manner, while minimizing the costs associated with processing Form 11's.

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

1. This Agreement is entered into between the Riverside County Agency and Contractor named below.

Riverside County Agency Name  
 Office on Aging

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Contractor Name  
 Colorado River Senior Community Center

2. The term of this Agreement is: July 1, 2012 through June 30, 2013

3. Maximum amount of this Agreement: \$49,158.00  
Fourty-Nine Thousand One Hundred Fifty-Eight


4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

- Attachment A      Scope of Work  
    Title IIIB - Community Services and Senior Center Support
  
- Attachment B      Individual Contractor Allocations  
    Title IIIB - Community Services and Senior Center Support
  
- Attachment C      Contract Budget Program Activity  
    Title IIIB - Community Services and Senior Center Support

FOR APPROVED COUNTY COUNSEL  
 BY:  DATE

**All other terms and conditions contained in the Agreement no changed, amended or modified through this Amendment shall remain unchanged and in full force and effect.**

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

Contractor		County of Riverside	
Contractor Name: Colorado River Senior Community Center		Agency Name:	
BY (Authorized Signature) 	Date Signed  24-Jan-13	BY (Authorized Signature)	Date Signed
Printed Name And Title of Person Signing John H Ewing, Director		Printed Name And Title of Person Signing	
Address  HCR 20, Box 3408 Blythe, CA 92225		Address	

**ATTACHMENT A**

Amended 2012-13(1)

**SCOPE OF WORK**  
**FY 2012-2013**  
**One Time Only**  
**COLORADO RIVER SENIOR/COMMUNITY CENTER**  
**TITLE IIIB - SENIOR CENTER SUPPORT**

**I. PROGRAM SPECIFICATIONS**

**A. Program # -  
Unit of Service**

Definition -

1. Unit Measurement:	<u>1 Hour</u>
2. Units of Service/Clients Served:	
a. Units of Service to be Provided Under Contract:	<u>1699</u>
b. Unit Rate:	<u>28.92</u>
c. Number of New Clients to be Served:	<u>0</u>
d. Number of New Minorities to be Served:	<u>0</u>
e. Number of Clients in Target Groups:	<u>93</u>

**II. INTAKE/SCREEN FORMS**

Contractor must use the "New Senior Intake Form", 100x, (OoA Form 2), for each new client served, and take appropriate measures to ensure confidentiality of such client information. **A copy of this form for each new senior served during the reporting month must be submitted to the Office on Aging along with the Monthly Supportive Services Report and Request for Reimbursement.**

**III. STAFFING PLAN**

Attach to this Scope of Service an organization chart and job descriptions for key paid and volunteer staff. Describe how non-English speaking clients will be served and what training will be available to staff.

## **ATTACHMENT A**

Amended 2012-13(1)

### **IV. PLAN OF ACTION**

**Briefly answer the following questions about the program/services to be provided under this Contract. If you use additional pages, please repeat the question(s) with your answers.**

- A. Describe the day-to-day activities you will undertake to provide this service, i.e., how you will reach out to specific neighborhoods, how you will handle referrals, record keeping, etc."**  
As outlined in original Contract
  
- B. Hours/days of operation:**  
As outlined in original Contract
  
- C. Describe the Service Area(s) (SA), your program will serve:**  
As outlined in original Contract
  
- D. Describe how you will find and serve, or involve members of target population groups:**  
As outlined in original Contract
  
- E. Describe how you will coordinate your program with other senior services providers in your community, i.e., transportation, housing, health providers, churches, civic groups, etc.:**  
As outlined in original Contract
  
- F. Include other pertinent\unique information about your program:**  
As outlined in original Contract

## **Staffing Plan for the Colorado River Senior Community Center**

### **Director**

**Oversee Operation**

**Purchase of any additional commodities**

**Oversees the pickup of Commodities both purchased and USDA items.**

**Works with Cleaning contractor**

**Receives information on needy clients and takes action to remedy the situation.**

### **Food Service Manager**

**Plan Meals**

**Purchase Food for meals**

**Keeps records of all meal costs**

### **Volunteer (3)**

**Picks up commodities**

**Breaks down and package Commodities for distribution**

**Maintains files and submits reports to appropriate agencies**

### **Volunteer (Non English speaking) (3)**

**Work with staff to communicate with non-English speaking clients when necessary**

**ATTACHMENT B**

Contracts for Services Fiscal Year 2012/2013  
**Vendor #46713**

Provider	Funding Source Project/Grant	Program	Unit of Service	Unit Description	CFDA #	Number of Units	Unit Rate	Dollar Amount	Contract Amount per Provider
Colorado River Senior/Community Center HCR 20, Box 3408 Blythe, CA 92225	OA61642FY13	Title IIIB Community Services and Senior Center Support	Senior Center Staffing	One Staff Hour	93.044	1,440	28.92	\$41,658.00	
	OA61642FY13	Title IIIB Community Services and Senior Center Support	Senior Center Staffing	One Staff Hour	93.044	121	28.92	\$ 3,500.00	
	OA61673FY13	Title IIIB Community Services and Senior Center Support - One Time Only (OTO)	Senior Center Staffing	One Staff Hour	93.044	138	28.92	\$ 4,000.00	
									<b>\$49,158.00</b>

**Contractor: Colorado River Senior/Community Center  
Program and Service: Senior Center Staffing**

**REPORT MONTH : January 2013**

SECTION B - REPORT OF EXPENDITURES		1	2	3	4	5	6	7
BUDGET LINE ITEMS	OOA	PROGRAM	IN-KIND	CASH	OOA	OOA	OOA	OOA
	*CONTRACT	INCOME	MATCH	MATCH	EXPENDED	EXPENDED	EXPENDED	BALANCE OF
	BUDGET				THIS MO.	YTD		EXP.
PERSONNEL								
OTO Program	4,000.00							4,000.00
Subtotal Personnel:	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
FRINGE BENEFITS								
Subtotal Fringe Benefits	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TRAVEL								
				0.00				
EQUIPMENT								
Subtotal Service & Supplies (Other)	0.00		0.00	0.00				0.00
TOTAL COSTS	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00

\* "Contract Budget" column amounts are the total dollars (including Office on Aging Contract funds) projected in your budget for specified line items. (See Contract Budget Pages)