

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



130

FROM : Office on Aging

SUBMITTAL DATE:
June 6, 2013

SUBJECT: FY 2012-2013 Agreements between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging Grandparents Raising Grandchildren Program (GRG); Contracts 1242 OP-12 Second Amendment and 13202 OP First Amendment.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Receive and file Contract 1242 OP-12 Second Amendment and 13202 First Amendment between RCCFC and RCOOA, attached.
- 2) Approve and direct the Auditor-Controller to make budget adjustments as shown on Schedule A, attached.

BACKGROUND: The Grandparents Raising Grandchildren Task Force was established in 1998 at the direction of the County Board of Supervisors to provide support services and advocacy for grandparents taking responsibility for parenting their grandchildren.

Using State Proposition 10 revenue, First 5 Riverside has provided funding to GRG since 2001 to subsidize child care for grandparents raising their grandchildren.

Continued next page...

Michele Wilham

Michele Wilham, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 81,257	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

SOURCE OF FUNDS: State Proposition 10 (100%)

Positions To Be Deleted Per A-30 ☐

Requires 4/5 Vote ☒

C.E.O. RECOMMENDATION:

APPROVE

BY:

Lani Sioson
Lani Sioson

County Executive Office Signature

Consent ☐ Policy ☒
Consent ☐ Policy ☒

Dep't Recomm.:
Per Exec. Offc.:

Prev. Agn. Ref.:

District: All

Agenda Number:

3-35

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: Samuel Wong 6/19/13
DATE: 6/19/13
NEAL R. KIPNIS
Departmental Concurrence

5013 70M S2 6M 3:02
RECEIVED BIKESIDE COMMUNITY

13 70M 13 7M 11:12
RECEIVED BIKESIDE COMMUNITY

SUBJECT: FY 2012-2013 Agreements between Riverside County Children and Families Commission (First 5 Riverside) and Riverside County Office on Aging Grandparents Raising Grandchildren Program (GRG); Contracts 1242 OP-12 Second Amendment and 13202 OP First Amendment.

Continued,

County Office on Aging will utilize funds for the underserved, low-income community of grandparents raising grandchildren ages 0-5.

Contract 1242 OP-12 first amendment was discarded and superseded by Contract 1242 OP-12 second amendment. The second amendment is for an increase of \$149,187. The term of the agreement is July 1, 2012 through October 31, 2012.

Contract 13202 OP first amendment is for an additional \$188,493. The term of the agreement is November 1, 2012 through June 30, 2013.

The approved Office on Aging budget submitted for FY 2012 – 2013 was \$256,423. These two amendments attached reflect an underestimated amount of \$81,257; therefore a budget adjustment is needed as outlined on Schedule A. The total budget amount for these two agreements is \$337,680.

There is no impact to county general fund and we are requesting no additional matching requirements.

Office on Aging
Schedule A
FY 2012-2013

INCREASED ESTIMATED REVENUE

5300100000-21450-754000	CA Tobacco Tax Prop 10	<u>\$81,257</u>
	Total	<u>\$81,257</u>

INCREASED APPROPRIATION

5300100000-21450-510040	Salaries and Wages	\$ 3,425
5300100000-21450-518100	Budgeted Benefits	1,712
5300100000-21450-523760	Postage-Mailing	365
5300100000-21450-526700	Rent-Lease Building	814
5300100000-21450-525440	Professional Services	72,325
5300100000-21450-529040	Private Mileage Reimbursement	483
5300100000-21450-525300	OASIS Processing Financial	\$ 1,333
5300100000-21450-525440	Professional Services	<u>800</u>
	Total	<u>\$81,257</u>

Schedule A: FY 2012-2013 funding from Riverside County Children and Families Commission (First 5 Riverside) to Riverside County Office on Aging, Grandparents Raising Grandchildren Program. Contract 1242 OP-12 Second Amendment and 13202 OP First Amendment.

CHILDREN/FAMILIES COMH
2012 OCT 16 PM 4:25

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION
CONTRACT
INVESTMENT OF FUNDS
SECOND AMENDMENT

CONTRACTOR: Riverside County Office on Aging

RCCFC Award: 1242 OP-12

Address: 6296 River Crest Drive Ste. K, Riverside, CA 92507

WHEREAS, the Riverside County Children and Families Commission, also known as "First 5 Riverside" ("Commission") and Riverside County Office on Aging ("Contractor") entered into an Investment of Funds Contract, RCCFC Award no. 1242 OP-12 (the "Contract") for the provision of services, and both parties now agree to amend the Contract to be effective as of **September 1, 2012 ("Second Amendment")**.

Now, therefore, the parties agree to amend the Contract as follows:

- A. "Section 4. Term is deleted in its entirety and replaced with the following:
"4. The term of this Contract shall be from July 1, 2011 through October 31, 2012 unless sooner terminated by the provisions herein by either party. Funds shall not be automatically renewed by the Commission upon or after the term of the Contract except by formal amendment approved by the Commission."
- B. Maximum Reimbursable Amount: \$596,747.00
Initial Funding Period: 07/01/11 – 06/30/12 → \$447,560.00
Extended Funding Period: 07/01/12 – 10/31/12 → \$149,187.00
- C. Attachment A-1 is deleted in its entirety and replaced with Attachment A-2. Attachment A of the Contract, Scope of Work, shall have an extended funding period added, as outlined in Attachment A-2, and attached hereto. Attachment A remains part of the Contract.
- D. Attachment B-1 is deleted in its entirety and replaced with Attachment B-2. Attachment B of the Contract, Budget, shall have an extended funding period added, as outlined in Attachment B-2, and attached hereto. Attachment B remains part of the Contract.
- E. Attachment C-1 is deleted in its entirety and replaced with Attachment C-2. Attachment C of the Contract, Payment Provisions, shall have an extended funding period added, as outlined in Attachment C-2, and attached hereto. Attachment C remains part of the Contract.
- F. All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this First Amendment to the Contract.

CONTRACTOR:

By: Arlay Clarke

Date: 10/16/12

Riverside County Children and Families
Commission:

By: [Signature]
Harry Freedman, Executive Director

Attest:
By: [Signature]
Commission Secretary

Date: 10/22/12

ATTACHMENT A-2: SCOPE OF WORK

Riverside County Office on Aging

Contract # 1242 OP-12

Contract Term: July 1, 2012 – October 31, 2012

The Riverside County Office on Aging Grandparents Raising Grandchildren (GRG) services supported through the First 5 Riverside Early Care Scholarship contract shall include:

Full time/respite subsidized child care slots to service a total of 50 children and 50 grandparents/caregivers per month residing in Riverside County who are caring for children 0-5 years of age. Full-time and respite care will be dependent upon the needs of the grandparents entering the program. The GRG program will serve low to moderate income grandparents/caregivers. Relative caregivers must be at least 50 years of age to receive services. Non-working grandparents/caregivers qualify for respite care, up to 32 hours per month to attend medical and other critical appointments as well as respite from the day to day activities of being a caregiver. Working grandparents/caregivers are eligible for full time child care for their children 0-5.

Strategy: Early Care Scholarships

Aggregate Targets:

- 1) By October 31, 2012, Riverside County Office on Aging, Grandparents Raising Grandchildren program will provide child care subsidies to 50 low to moderate income children as reported monthly.
- 2) By October 31, 2012, Riverside County Office on Aging, Grandparents Raising Grandchildren program will document the number of children with special needs that received child care.

Agency Name:		RIVERSIDE COUNTY OFFICE ON AGING						
Contract Number:		1242 OP-12						
Program Name :		Early Care Scholarships						
F5R Funds Early Care Scholarships FY 12/13:		\$149,187						
List Other Funding Source(s) below:		List Other Program Fund(s) below:						
:							total ck	
Total Funding from All Sources:		\$149,187					\$0	
First 5 Riverside Program Budget: July 1, 2012 - October 31, 2012 (4 Month Extension)								
Personnel Title and then Name of Employee	Total Annual Salary for current contracting FY	Percentage of FTE Funded by Program		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp.	ck
		F5R	Other					
		1 Program Specialist II-Stephen Geist	\$50,606	7%	0%	\$3,373	\$0	\$3,373
2 Program Specialist I-Donna Pierce	\$54,391	33%	0%	\$18,130	\$0	\$18,130	\$36,261	\$0
3 Admin Assistant-Carmen Cornejo	\$30,534	12%	0%	\$3,562	\$0	\$3,562	\$26,972	\$0
4 Deputy Director-Michele Wilham	\$112,683	1%	0%	\$1,127	\$0	\$1,127	\$111,556	\$0
Subtotal Personnel:				\$26,193	\$0	\$26,193	\$222,021	\$0
Employee Benefits	Total Annual Benefits	Percentage paid by funding source		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp.	ck
		F5R	Other					
		1 Program Specialist II-Stephen Geist	\$20,213	7%	0%	\$1,348	\$0	\$1,348
2 Program Specialist I-Donna Pierce	\$25,913	34%	0%	\$8,750	\$0	\$8,750	\$17,163	\$0
3 Admin Assistant-Carmen Cornejo	\$15,920	12%	0%	\$1,857	\$0	\$1,857	\$14,063	\$0
4 Deputy Director-Michele Wilham	\$47,029	1%	0%	\$470	\$0	\$470	\$46,559	\$0
Subtotal Benefits:				\$12,425	\$0	\$12,425	\$96,650	\$0
Operational Expenses								
1 Office Supplies/equipment (<\$1000)				\$100		\$100		
2 Postage & Printing				\$560		\$560		
7 Scholarships				\$105,100		\$105,100		
8 Insurance				\$89		\$89		
10 Equipment Lease				\$0		\$0		
12 Travel (airfare, mileage, meals, hotel)				\$255		\$255		
14 Rent/Lease				\$1,870		\$1,870		
Subtotal Material and Supplies:				\$107,974	\$0	\$107,974		

Agency Name:		RIVERSIDE COUNTY OFFICE ON AGING				
Contract Number:		1242 OP-12				
Program Name :		Early Care Scholarships				
F5R Funds Early Care Scholarships FY 12/13:		\$149,187				
List Other Funding Source(s) below:		List Other Program Fund(s) below:				
:						total ck
Total Funding from All Sources:		\$149,187				\$0
Subcontractors						
1	NOT APPLICABLE					\$0
Subtotal Subcontractors:			\$0	\$0		\$0
Capital Expenditure						
1	NOT APPLICABLE					\$0
Subtotal Capital Expenditures:			\$0	\$0		\$0
NOTE: F5R Indirect Expense Limit Not to Exceed 10% of Allowed Expenses)						
1	Indirect Percentage Paid by F5R:	1.77%		\$2,595		\$2,595
2	Indirect Paid By Other Funds:					\$0
Subtotal Indirect:			\$2,595	\$0		\$2,595
Total Budget:		\$149,187	\$0	\$0		\$149,187

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS		
AGENCY NAME:	RIVERSIDE COUNTY OFFICE ON AGING	
FISCAL YEAR:	12/13 (4 Month Extension)	
CONTRACT NUMBER:	1242 OP-12	
PROGRAM NAME:	Early Care Scholarships	
First 5 Riverside Program Budget: July 1, 2012 - October 31, 2012 (4 Month Extension)		
Personnel and Benefits (These Cells Auto-Populate from the Combined Personnel and Benefits Dollar Amounts from Budget Tab) (Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)		
Program Specialist II-Stephen Geist	\$4,721	provides general program coordination, outreach and financial reporting
Program Specialist I-Donna Pierce	\$26,880	administers the program-enrollments, provider management, invoicing and data reporting
Admin Assistant-Carmen Cornejo	\$5,420	provides clerical support to the program and Spanish translations
Deputy Director-Michele Wilham	\$1,597	provides oversight and ensures full compliance with the contract
Operational Expenses		
Office Supplies/equipment (<\$1000)	\$100	general office supplies, files, ink cartridges
Postage & Printing	\$550	printing and postage for notifications, contracts, applications and educational materials for grandparents
Scholarships	\$105,100	direct costs for Provider Reimbursements; 72% of total program costs; funding will provide child care for 50 children of grandparents raising grandchildren for full-time and part-time care.
Insurance	\$89	allocation of Liability and Property Insurance
Equipment Lease	\$0	
Travel (airfare, mileage, meals, hotel)	\$255	mileage for child care coordinator for enrollments and provider visits
Rent/Lease	\$1,870	allocation of lease payment
Subcontractors		
NOT APPLICABLE	\$0	
Capital Expense		
NOT APPLICABLE	\$0	
Indirect		
Indirect costs paid by F5R	\$2,595	allocated costs: accounting & human resource services, audit, utilities and agency lease
Total First 5 Funding	\$149,187	

ATTACHMENT C-2: PAYMENT PROVISIONS

A. FISCAL

The maximum reimbursable amount over the life of this Contract has been amended to be \$596,747.00 (see Second Amendment) as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10. As such, the following extended funding amount has been added to the Initial Funding Period as outlined below:

EXTENDED FUNDING PERIOD: 07/01/12 – 10/31/12 \$149,187.00

1. Method, Time and Schedule Conditions of Payment

a. Initial advance payment will be one-half (1/2) of the extended funding period total Contract amount and shall be disbursed at the commencement of the Contract so long as all of the following conditions have been met:

1. The Amendment has been approved by the Commission;
2. The Amendment has been fully executed by all parties;
3. All applicable licenses in order to comply with the terms of the Scope of Work (Attachment A-1) are current and valid; and,
4. Commission staff has reviewed and approved Cost Allocation Plan (if applicable).

b. Subsequent disbursement will be reconciled and paid based on actual program expenditures minus initial advance payment.

The final 50% of the Contract amount will be paid based on final expenditures as of October 31, 2012 and reported as of November 20, 2012, which is the final deadline to submit program expenditures. Expenditures made after October 31, 2012 will not be accepted.

RIVERSIDE COUNTY CHILDREN AND FAMILIES COMMISSION
CONTRACT
INVESTMENT OF FUNDS
FIRST AMENDMENT

CONTRACTOR: **Riverside County Office on Aging**

RCCFC Award: **13202 OP**

Address: **6296 River Crest Drive, Ste. K, Riverside, CA 92507**

WHEREAS, the Riverside County Children and Families Commission, also known as "First 5 Riverside" ("RCCFC") and Riverside County Office on Aging ("Contractor") entered into an Investment of Funds Contract, RCCFC Award no. 13202 OP (the "Contract") for the provision of services, and both parties now agree to amend the Contract to be effective as of **November 1, 2012** ("First Amendment").

Now, therefore, the parties agree to amend the Contract as follows:

- A. Maximum Reimbursable Amount: \$ 379,333
- B. Attachment B. Budget for November 1, 2012 – June 30 2013 is deleted in its entirety and replaced as attached.
- C. Attachment C. Payment Provisions in Attachment C is deleted in its entirety and replaced as attached.
- D. All other terms and conditions of the Contract, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this First Amendment to the Contract.

CONTRACTOR:

Riverside County Children and Families
Commission:

By: 

By: 
Harry Freedman, Executive Director

Date: 5-21-2013

Attest:
By: 
Commission Secretary

Date: 5-22-13

FY 12 - 13 Budget

Agency Name:		RIVERSIDE COUNTY OFFICE ON AGING					
Contract Number:		13202 OP					
Program Name :		Early Care Scholarships					
F5R Funds Early Care Scholarships FY 12/13:		\$188,493					\$0
List Other Funding Source(s) below:		List Other Program Fund(s) below:					total ck
:							
Total Funding from All Sources:		\$188,493					\$0
First 5 Riverside Program Budget: November 1, 2012 - June 30, 2013 (8 Month Extension)							
Personnel Title and then Name of Employee	Total Annual Salary for current contracting FY	Percentage of FTE Funded by Program		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp. ck
		F5R	Other				
1 Program Specialist II-Stephen Geist	\$50,606	5.7%	0%	\$2,890	\$0	\$2,890	\$47,716
2 Program Specialist I-Donna Pierce	\$54,391	73.2%	0%	\$39,816	\$0	\$39,816	\$14,575
3 Admin Assistant-Carmen Cornejo	\$30,534	10.5%	0%	\$3,205	\$0	\$3,205	\$27,329
4 Deputy Director-Michele Wilham	\$112,683	1.2%	0%	\$1,314	\$0	\$1,314	\$111,369
Subtotal Personnel:				\$47,225	\$0	\$47,225	\$200,989
Employee Benefits	Total Annual Benefits	Percentage paid by funding source		(A) Total F5 Program Costs	(B) Total Other Program Funds	(C) Total Program (A+B=C)	Non Program Personnel Exp. ck
		F5R	Other				
1 Program Specialist II-Stephen Geist	\$20,213	7%	0%	\$1,459	\$0	\$1,459	\$18,754
2 Program Specialist I-Donna Pierce	\$25,913	79%	0%	\$20,413	\$0	\$20,413	\$5,500
3 Admin Assistant-Carmen Cornejo	\$15,920	10%	0%	\$1,643	\$0	\$1,643	\$14,277
4 Deputy Director-Michele Wilham	\$47,029	1%	0%	\$660	\$0	\$660	\$46,369
Subtotal Benefits:				\$24,175	\$0	\$24,175	\$84,900
Operational Expenses							
1 Office Supplies/equipment (<\$1000)				\$0		\$0	
2 Postage & Printing				\$100		\$100	
7 Scholarships				\$113,000		\$113,000	
8 Insurance				\$60		\$60	
10 Equipment Lease				\$0		\$0	
12 Travel (airfare, mileage, meals, hotel)				\$1,097		\$1,097	
14 Rent/Lease				\$184		\$184	
Subtotal Material and Supplies:				\$114,441	\$0	\$114,441	

Agency Name:		RIVERSIDE COUNTY OFFICE ON AGING		
Contract Number:		13202 OP		
Program Name :		Early Care Scholarships		
F5R Funds Early Care Scholarships FY 12/13:		\$188,493		\$0
List Other Funding Source(s) below:		List Other Program Fund(s) below:		
:				total ck
Total Funding from All Sources:		\$188,493		\$0
Subcontractors				
1	NOT APPLICABLE	Subtotal Subcontractors:	\$0	\$0
Capital Expenditure				
1	NOT APPLICABLE	Subtotal Capital Expenditures:	\$0	\$0
NOTE: F5R Indirect Expense Limit Not to Exceed 10% of Allowed Expenses)				
1	Indirect Percentage Paid by F5R:	1.43%	\$2,652	\$2,652
2	Indirect Paid By Other Funds:			\$0
		Subtotal Indirect:	\$2,652	\$2,652
		Total Budget:	\$188,493	\$188,493

BUDGET NARRATIVE/JUSTIFICATION FOR USE OF FUNDS			
AGENCY NAME:		RIVERSIDE COUNTY OFFICE ON AGING	
FISCAL YEAR:		12/13 (4 Month Extension)	
CONTRACT NUMBER:		13202 OP	
PROGRAM NAME:		Early Care Scholarships	
First 5 Riverside Program Budget: November 1, 2012 - June 30, 2013 (8 Month Extension)			
Personnel and Benefits (These Cells Auto-Populate from the Combined Personnel and Benefits Dollar Amounts from Budget Tab)		(Use the space below to provide a brief narrative statement to justify EACH line item within your program budget.)	
Program Specialist II-Stephen Geist	\$4,349	provides general program coordination, outreach and financial reporting	
Program Specialist I-Donna Pierce	\$60,229	administers the program-enrollments, provider management, invoicing and data reporting	
Admin Assistant-Carmen Cornejo	\$4,848	provides clerical support to the program and Spanish translations	
Deputy Director-Michele Wilham	\$1,974	provides oversight and ensures full compliance with the contract	
Operational Expenses			
Office Supplies/equipment (<\$1000)	\$0	general office supplies, files, ink cartridges	
Postage & Printing	\$100	printing and postage for notifications, contracts, applications and educational materials for grandparents	
Scholarships	\$113,000	direct costs for Provider Reimbursements; 72% of total program costs; funding will provide child care for 50 children of grandparents raising grandchildren for full-time and part-time care.	
Insurance	\$60	allocation of Liability and Property Insurance	
Equipment Lease	\$0		
Travel (airfare, mileage, meals, hotel)	\$1,097	mileage for child care coordinator for enrollments and provider visits	
Rent/Lease	\$184	allocation of lease payment	
Subcontractors			
NOT APPLICABLE	\$0		
Capital Expense			
NOT APPLICABLE	\$0		
Indirect			
Indirect costs paid by F5R	\$2,652	allocated costs: accounting & human resource services, audit, utilities and agency lease	
Total First 5 Funding	\$188,493		

ATTACHMENT C: PAYMENT PROVISIONS

A. FISCAL

The maximum reimbursable amount over the life of this Contract is **\$379,333.00** as awarded by the Riverside County Children and Families Commission (RCCFC), also known as First 5 Riverside, provided pursuant to Proposition 10.

CONTRACT PERIOD: 11/01/12 – 12/31/13

1. Method, Time and Schedule Conditions of Payment

- a. Initial advance payment will be one-quarter (1/4) of the current funding period total amount (as referenced in Attachment B) and shall be disbursed at the commencement of the Contract so long as all of the following conditions have been met:

1. The Contract has been approved by the Commission;
2. The Contract has been fully executed by all parties;
3. All applicable licenses in order to comply with the terms of the Scope of Work (Attachment A) are current and valid; and,
4. Commission staff has reviewed and approved Cost Allocation Plan (if applicable).

- b. Subsequent disbursements will be reconciled and paid based on actual program expenditures and a projection of those expenses through the next quarter ending date, minus funds already paid year-to-date. However, in no instance shall the quarterly payment exceed one-quarter (1/4) of the funding period total.

Under special circumstances, CONTRACTOR may request advance disbursements. A supplemental disbursement request along with justification must be submitted, in writing, to the Executive Director or designee. If approved, total funding disbursed shall not exceed 90% of total budget amount for the fiscal year. If funding beyond the fiscal year is requested, approval may only be granted by the Executive Director or Commission, as necessary. The Executive Director, or designee, reserves the right to withhold or reduce disbursement of funds if CONTRACTOR fails to 1) comply with quarterly reports by the indicated due date as set forth in Section 11 of the Contract, 2) if results achieved are not as projected and no Commission approved plan is in place for improvement, or 3) if the CONTRACTOR is not in compliance with any provision contained within this Contract.

- c. The 4th quarter payment shall not result in more than 90% of the total current funding period amount paid. The final 10% of the funding period amount approved for the Fiscal Year will be paid based on final expenditures as of June 30th and reported as of July 31st, which is the final deadline to submit program expenditures. Expenditures made after June 30th will not be accepted.