

215



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

FROM: Office on Aging

SUBMITTAL DATE:
12-21-2010

SUBJECT: Revised 2010/2011 Senior Community Service Employment Program Department of Labor Appropriation Act Contract Amendment 1

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Authorize Chair to execute Standard Agreement Amendment #1 (AA-0910-21) for FY 2010-2011 with the California Department of Aging.
2. Return four (4) Standard Agreements to the Office on Aging for further processing.
3. Approve and direct the Auditor-Controller to make the budget adjustment as shown on Schedule A, attached.

BACKGROUND: This original agreement between the Office on Aging (OOA) and the California Department on Aging (CDA) was approved by the Board of Supervisors on September 14, 2010 as agenda item 3.30. The agreement authorized ARRA total funds of \$388,056 for the OOA Senior Employment program for two fiscal years, FY 09/10 and FY 10/11.

Continue on page 2

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 65,613	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

SOURCE OF FUNDS: 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: *Jani Sioson*
 Lani Sioson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
 Nays: None
 Absent: Tavaglione
 Date: January 25, 2011
 xc: [unclear] Office on Aging, EO, Auditor

Kecia Harper-Ihem
 Clerk of the Board
 By: *[Signature]*
 Deputy

3.22

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *[Signature]* 1/6/11
 SAMUEL WONG

FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* 12/23/10
 DATE
 NEAL R. KIPNIS

Policy
 Policy
 Consent
 Consent

Dept Recomm.:
 Per Exec. Ofc.:

Page 2

Subject: Revised 2010/2010 Senior Community Service Employment Program Department of Labor Appropriation Act Contract Amendment 1

In fiscal year 2009-2010, a budget of \$77,433 was allocated and the program expended an amount of \$11,820 for an unused balance of \$65,613. We are requesting the movement of these unused funds into fiscal year 2010-11, adjusting the new program budget to \$388,056.

The Budget, revision 1, is incorporated by reference and replaces the original Budget.

Exhibit F which is titled "Special Terms and Conditions for ARRA Funds" incorporates sections on Whistleblower Protection Act, Trafficking Victims Protection Act, Contractor Registration and Reporting requirements.

All other terms and conditions shall remain the same.

There is no financial impact on County General Funds in this amendment.

OFFICE ON AGING
SCHEDULE A
FY 10/11

INCREASE ESTIMATED REVENUE

5300100000 21450 767140 Fed – Misc Reimbursement		<u>\$65,613</u>
	Total	<u>\$65,613</u>

INCREASE APPROPRIATION

5300100000 21450 510040 Regular Salaries		\$6,848
5300100000 21450 518100 Budgeted Benefits		\$3,034
5300100000 21450 527780 Special Program Expense		\$21,217
5300100000 21450 510320 Temporary Salaries		<u>\$34,514</u>
	Total	<u>\$65,613</u>

Schedule A: Revised 2010/2011 Senior Community Service Employment Program
Department of Labor Appropriation Act Contract Amendment 1.
Date: 12/15/2010

STATE OF CALIFORNIA
STANDARD AGREEMENT AMENDMENT
 STD. 213 A (Rev 6/03)

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 1 Pages


AGREEMENT NUMBER AA-0910-21	AMENDMENT NUMBER 1
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and Contractor named below:
 STATE AGENCY'S NAME **California Department of Aging**
 CONTRACTOR'S NAME **COUNTY OF RIVERSIDE**
 WHEN DOCUMENT IS FULLY EXECUTED RETURN **CLERK'S COPY**
 to Riverside County Clerk of the Board, Stop 1010
 Post Office Box 1147, Riverside, Ca 92502-1147
 Thank you.
2. The term of this Agreement is **April 1, 2010** through **June 30, 2011**
3. The maximum amount of this Agreement after this amendment is: **\$ 388,056**
Three hundred eighty-eight thousand fifty-six and 00/100
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

This amendment transfers unused funds from fiscal year 2009-10 to fiscal year 2010-11. The funding under this Agreement remains the same. The number of participant slots is re-allocated proportionally by fiscal year.



Exhibit B, page 7 is replaced by Exhibit B, page 7, amendment 1.

The Budget, amendment 1, is hereby incorporated by reference and replaces the original Budget.

ATTEST:
 KECIA HARPER-IHEM, Clerk
 By 
 DEPUTY

All other terms and conditions shall remain the same.

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) COUNTY OF RIVERSIDE		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 1/25/11	
PRINTED NAME AND TITLE OF PERSON SIGNING BOB BUSTER CHAIRMAN, BOARD OF SUPERVISORS		
ADDRESS 6296 RIVERCREST DRIVE, SUITE K RIVERSIDE CA 92507		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Aging		FORM APPROVED COUNTY COUNSEL NEAL R. KIPNIS DATE
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Rachel de la Cruz, Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Sacramento, CA 95834		

Exempt per: Mello Grunland
 Older Californians Act and AG OP 80-111

JAN 25 2011 3:22

**Exhibit B - Budget Detail, Payment Provisions, and Closeout
 SENIOR COMMUNITY SERVICE APPROPRIATIONS ACT
 Budget Display
 Fiscal Year 2009/10 and 2010/11
 County of Riverside**

		TOTAL	
2009/10 FEDERAL FUNDS			
Federal Title V *		77,433	
09/10 Total Expenditures		11,820	
09/10 Carryover		65,613	
		Subtotal	
2009/10 PARTICIPANT SLOTS			
	8		
09/10 Slots Used		1	
09/10 Carryover Slots		7	
TOTAL 2009/10 FEDERAL TITLE V Expended		11,820	
2010/11 FEDERAL FUNDS			
09/10 Carryover		65,613	
Federal Title V * Original 10/11 Contract		310,623	
		Subtotal	
2010/11 PARTICIPANT SLOTS			
	32		
09/10 Carryover Slots		7	
10/11 Rev Participant Slots		39	
TOTAL 2010/11 FEDERAL TITLE V		376,236	
Grand Total Federal Funds		388,056	
Total Participant Slots		40	
* Maximum of 8% allowed for Administration			
* Minimum of 79% for participant wages and fringe benefits			
CFDA#	Project Title	Grant #	Effective Date
17.235	SCSEP Additional FY 2010 Funds	AD-19970-10-60-A-6	1/29/2010



COUNTY OF
Riverside
HUMAN RESOURCES
Winner IPMA Award for Excellence

BARBARA A. OLIVIER, SPHR

Asst. County Executive Officer/
Human Resources Director

Risk Management Division

SHAWN ATIN

Asst. Human Resources Director

Post Office Box 1210, Riverside, CA 92502-1210
(951) 955-3540 Fax (951) 955-5855

CERTIFICATE OF INSURANCE OR SELF-INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND EXTEND OR ALTER THE COVERAGE AFFORDED BELOW.

COVERAGES

THIS IS TO CERTIFY THAT THE SELF INSURED COVERAGE LISTED BELOW IS CURRENTLY IN EFFECT FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THIS CERTIFICATE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH CERTIFICATE. *COVERAGE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE EXCESS POLICY.*

Type of Coverage	Company and Policy Number	Policy Period	Limits of Liability Bodily Injury/Property Damage
<input checked="" type="checkbox"/> Commercial General Liability Including Vehicle Liability	Self-Insured	07/01/09 to 07/01/10	\$1MM Combined Single Limit Per Occurrence
<input type="checkbox"/> Workers' Compensation & Employers' Liability	Permissibly Self-Insured	To	\$2MM Per Occurrence
<input checked="" type="checkbox"/> Medical Malpractice (Professional Liability)	Self-Insured	10/01/09 To 10/01/10	\$1MM Per Occurrence with no Aggregate Limit

The County of Riverside certifies that the above self-insured program is in effect as respect to: Riverside Co. Office on Aging's Agreement No. AA-0910-21; term: 4/1/10 - 6/30/11

Certificate Holder	Cancellation
State of California, Department of Aging Attn: Don Fingado – Contracts 1300 National Drive, Ste 200 Sacramento ,CA 95834	In the event of cancellation of the self-insurance program or policy designated below, it is the intent of the County of Riverside to mail 30 days' prior notice thereof.

This certificate is not valid unless signed by an authorized representative of the County of Riverside, Risk Management Division.

December 9, 2010

Date


Jeffrey L. Hunter

cc: Teresa Garcia - Riverside County Office on Aging



COUNTY OF
Riverside
HUMAN RESOURCES
Winner IPMA Award for Excellence

Risk Management Division

Post Office Box 1210, Riverside, CA 92502-1210
(951) 955-3540 Fax (951) 955-5855

BARBARA A. OLIVIER, SPHR
Asst. County Executive Officer/
Human Resources Director

SHAWN ATIN
Asst. Human Resources Director

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December 9, 2010
Date


Jeffrey L. Hunter

cc: Teresa Garcia - Riverside County Office on Aging

DEPARTMENT OF AGING

1300 National Drive, Suite 200
 Sacramento, CA 95834
 Internet Home Page: www.aging.ca.gov
 TDD Only 1-800-735-2929
 FAX Only (916) 928-2267
 Main Office (916) 419-7500

**PROGRAM MEMO**

TO: Area Agency on Aging Directors	NO.: PM 10-23(P)
SUBJECT: Revised 2010/11 Senior Community Employment Program Department of Labor Appropriations Act Contract Amendment 1	DATE ISSUED: October 27, 2010
REVISED	EXPIRES: June, 30 2011
REFERENCES: Older Americans Act Amendments of 2006	SUPERSEDES: PM 10-05(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Appropriations Act FY 2010-11 allocation revision includes Carryover funds from FY 2009-10.	
INQUIRIES SHOULD BE DIRECTED TO: Your AAA-Based Team Fiscal Specialist	

This Program Memo (PM) transmits your Fiscal Year (FY) 2009-2010 and 2010-11 Title V Senior Community Service Employment Program (SCSEP) Department of Labor Appropriations Act (AA) Revised Allocations and Contract Amendment #1.

This Amendment reallocates each Area Agency on Aging's (AAA) unspent FY 2009-10 funds to FY 2010-11. The slots used in FY 2009-10 were rounded to the nearest slot before reallocation.

Requirements

There are several items to take into consideration when completing your revised AA Budget:

- AA funding for the SCSEP must continue to be tracked separately from the federal funds allocated to AAAs for the regular SCSEP.
- Statewide AAAs will be required to meet the contract match requirement based on the total grant award of \$4,239,993 by the end of the contract period. You may visit the CDA website at <http://www.aging.ca.gov/aaa/default.asp> to see your AAA's portion of the match under the Fiscal Forms and Documents link.
- Statewide, a minimum of 79 percent of the federal contract must be spent on participant wages and fringe benefits.
- AAAs may use no more than eight percent of their allocation for administration.

Appropriations Act Budget Due Date

An electronic copy of the revised AA Budget (CDA 35AA) incorporating the amounts shown in your Contract Amendment #1 Budget Display is due to your assigned AAA-Based Team Fiscal Specialist **no later than 30 days from the release of this PM.**

Appropriations Act Expenditures and Request for Funds

As a reminder, carryover funds may not be expended until the contract amendment is returned to and fully executed by the Department and the revised AA Budget is approved. AAAs will continue to use the Appropriations Act Monthly Expenditure Report/Request for Funds (CDA 29AA) to report expenditures and request funds monthly.

Both the CDA 35AA and the CDA 29AA are also available for downloading from the CDA website at <http://www.aging.ca.gov/aaa/default.asp> under the Fiscal Forms and Documents link.



Lynn Daucher
Director

Attachments (Contract package has been mailed to the Agency Contract Representative.)