

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

506 A



**FROM:** Office on Aging

**SUBMITTAL DATE:**  
09-14-2011

**SUBJECT:** Senior Community Service Employment Program (SCSEP) FY 2010/11 Regular Contract Extension to December 31, 2011.

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

1. Approve and Authorize Chair to execute Standard Agreement Amendment #3 (TV-1011-21) for FY 2010-2011 with the California Department of Aging (CDA).
2. Return four (4) Standard Agreements to the Office on Aging for further processing.
3. Approve and direct Auditor Controller's Office to make the budget adjustments in Schedule A, attached.

**BACKGROUND:** Standard Agreement TV-1011-21 Amendment # 2 with the California Department of Aging (CDA) was approved on August 16, 2011 as agenda item 3.67. Under the terms of this agreement with the CDA, the funds support the operation of the Senior Community Service Employment Program (SCSEP), providing part-time employment/training positions for seniors 55 years of age and over, in public and private not-for-profit agencies countywide.

*Edward F. Walsh*  
Edward F. Walsh, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 405	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11/12

<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 checked="" type="checkbox"/>

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

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: October 25, 2011

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

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD  
Office on Aging, Auditor, EO

Prev. Agn. Ref.: 3.67 8/16/2011; District: All Agenda Number: **3.19**  
3.49 6/29/2010

FISCAL PROCEDURES APPROVED BY: PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: *Samuel Wong* SAMUEL WONG  
 Departmental Cdr. concurrence  
 DATE: 9/14/11  
 BY: NEAL R. KIPNIS  
 FORM APPROVED BY COUNTY COUNSEL  
 BY: *Neal R. Kipnis*  
 Policy  Consent   
 Policy  Consent

Page 2

**Subject:** Standard Agreement (TV-1011-21) with the California Department of Aging Senior Community Service Employment Program, FY 11/12.

Amendment # 2 extended the term of the agreement from June 30, 2011 to December 31, 2011. Amendment # 3 transfers unused funds in the amount of \$405 from FY 2010-11 to FY 2011-12 and authorizes obligations and expenditures through December 31, 2011. Office on Aging is requesting the movement of these unused funds to FY 2011-12.

We are requesting no additional cash matching contribution and there is no impact on County general funds.

OFFICE ON AGING  
Schedule A  
FY 11/12

INCREASE ESTIMATED REVENUE

5300100000 21450 767140 Fed-Misc Reimbursement	\$405
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INCREASE APPROPRIATION

5300100000 21450 510320 Temporary Salaries	\$405
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SUBJECT: Senior Community Service Employment Program (SCSEP) FY 2010/11  
Regular Contract Extension to December 31, 2011.

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 6/03)

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 2 Pages

AGREEMENT NUMBER <b>TV-1011-21</b>	AMENDMENT NUMBER <b>3</b>
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

2. The term of this Agreement is July 1, 2010 through December 31, 2011

3. The maximum amount of this **\$ 884,612.00**  
 Agreement after this amendment is: Eight hundred eighty-four thousand six hundred twelve 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 2010-11 to fiscal year 2011-12 and authorizes obligations and expenditures through December 31, 2011. The funding under this Agreement remains the same. The number of participant slots is reallocated proportionally.

Exhibit B - Budget Detail, Payment Provisions and Closeout, Amendment 3 page 7, **Budget Display** is attached and incorporated, and replaces all previous Budget Displays.

The Budget for Amendment 3, is hereby incorporated by reference and replaces all previous Budgets.

See attached "Amended Terms and Conditions for Amendment 3".

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.) <u>COUNTY OF RIVERSIDE</u>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <u>10/25/11</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>BOB BUSTER CHAIRMAN, BOARD OF SUPERVISORS</b>		
ADDRESS <u>6296 RIVERCREST DRIVE, SUITE K RIVERSIDE CA 92507</u>		
STATE OF CALIFORNIA		
AGENCY NAME <u>California Department of Aging</u>		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <u>11-14-11</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Rachel de la Cruz, Manager, Contracts and Business Services Section</u>		
ADDRESS <u>1300 National Drive, Suite 200, Sacramento, CA 95834</u>		
		<input checked="" type="checkbox"/> Exempt per: Mello Grunland Older Californians Act

201-11-110547

OCT 25 2011 3:19

## Amended Terms and Conditions for Amendment 3

The following language is added to Exhibit B of the terms and conditions of this Agreement.

### Article II. Budget and Budget Revisions, B.

The Contractor shall not be entitled to payment for expenses incurred during the July 1, 2011 through December 31, 2011 extended contract period until the Senior Community Service Employment Program (Title V) Budget (CDA 35) for Amendment 3 is reviewed and approved by the Department.

### Article II. Budget and Budget Revisions, C. 1.

For the July 1, 2011 through December 31, 2011 extended contract period, no budget revisions will be accepted.

### Article III. Payment A.

For the July 1, 2011 through December 31, 2011 extended contract period, the Contractor shall continue to submit the Monthly Expenditure Report/Request for Funds (CDA 29) monthly through the December 31, 2011 reporting period.

### Article IV. Closeout

The Financial Closeout Report (CDA 90) for the Amendment 3 extended contract period will be due by January 30, 2012.

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

**"Budget Display"**  
 SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM  
 County of Riverside

**2010/11 TITLE V FEDERAL FUNDS\***

2010/11 Original Allocation	884,612
2010/11 Expenditures	(884,207)
2010/11 Carryover to 2011/12	405
2010/11 Expended Participant Slots	97

**2011/12 TITLE V FEDERAL FUNDS\***

2010/11 Carryover to 2011/12	405
<b>TOTAL 2011/12 FEDERAL TITLE V</b>	<b>405</b>
<b>2011/12 Participant Slots</b>	<b>0</b>

<b>Grand Total Federal Funds Allocated for 10/11 and 11/12</b>	<b>884,612</b>
<b>Total Participant Slots</b>	<b>1,056</b>

\* Maximum of 8% allowed for Administration  
 \* Minimum of 79% for participant wages and fringe benefits

\*\*Funds for this contract are estimated using the following U.S. Department of Labor grant:

CFDA#	Project Title	Grant #	Effective Date
17.235	SCSEP-State Grants	AD-19970B50	7/1/2010

## CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200

SACRAMENTO, CA 95834-1992

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TDD Only 1-800-735-2929

FAX 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 11-16(P)</b>
SUBJECT: <b>Senior Community Service Employment Program FY 2010-11 Contract Amendment #3</b>	DATE ISSUED: <b>September 9, 2011</b>
REVISED:	EXPIRES: <b>December 31, 2011</b>
REFERENCES: <b>Older Americans Act of 2006</b>	SUPERSEDES: <b>PM 10-24(P)</b>
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	

## Purpose

This Program Memo (PM) transmits Fiscal Year (FY) 2010-11 Title V Senior Community Service Employment Program (SCSEP) Contract Amendment #3. The contract is being amended pursuant to the Department of Labor's approval of a grant extension to carryover unspent funds from the regular FY 2010-11 contract to FY 2011-12.

This PM also transmits the final version of your budget display for the reallocation of each Area Agency on Aging's (AAA) unspent SCSEP FY 2010-11 funds and employment slots to FY 2011-12. The California Department of Aging (CDA) rounded unexpended position slots to the nearest number before reallocation.

**Please note:** This Budget Display replaces the preliminary version originally provided to AAAs in the contract packages mailed under separate cover from CDA on August 26, 2011.

## Expenditure Deadline

Funds allocated through this amendment must be expended by the end of the contract period, **December 31, 2011**.

## Expenditure Guidelines

The following requirements must be met in order to spend the reallocated funds:

- AAAs must meet the contract match requirement for the total grant award of \$10,242,758 by the end of the contract period. AAA match requirements are available by going to <http://www.aging.ca.gov/aaa/fiscalFormDocument.asp> and clicking on "Title V 2011-12 Match Requirements."

*Continued on next page.*

**Expenditure Guidelines**  
(continued)

- AAAs must expend a minimum of 79 percent of the federal contract on participant wages and fringe benefits to meet the statewide requirement.
- AAAs must not use more than eight percent of their allocation for administration.

**Process and Instructions**

The following steps describe the process for requesting reallocated funds:

1. Use the attached Title V Budget Summary for Grant Extension [CDA 35 (Rev.10/2010)] to develop your revised budget reflecting the amounts shown in Amendment #3 of your SCSEP Budget Display [CDA 276 (Rev.01/06)].
2. Submit an electronic copy of this form to your assigned AAA-Based Team Fiscal Specialist 30 days from release of this PM.
3. Return the completed SCSEP Contract Amendments #2 and #3 to CDA. CDA must have an approved budget and a fully executed contract before the funds will be available.
4. CDA will mail a copy of the contract package to the Agency Contract Representative.
5. Use the attached Title V SCSEP Monthly Expenditure Report and Request for Funds for Grant Extension [CDA 29 (Rev.10/10)] to report expenditures and request funds.

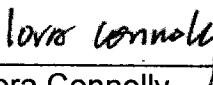
**Inquiries**

Please contact your assigned AAA-Based Fiscal Team Specialist if you have any questions.

**Attachments**

- Amendment #3 of your Senior Community Service Employment Program Budget Display [CDA 276 (Rev. 01/06)]
- Title V SCSEP Monthly Expenditure Report and Request for Funds for Grant Extension [CDA 29 (Rev. 10/10)]
- Title V Budget Summary for Grant Extension [CDA 35 (Rev.10/2010)]

The CDA 35 and CDA 29 forms can also be downloaded by going to <http://www.aging.ca.gov/aaa/fiscalFormDocument.asp> and clicking on the form under "TITLE V AND TITLE V APPROPRIATIONS ACT EXTENDED GRANT DOCUMENTS."

  
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Lora Connolly  
Acting Director



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

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM  
 "Budget Display"  
 Fiscal Years 2010/11 and 2011/12  
 County of Riverside**

<b>2010/11 FEDERAL FUNDS</b>	<b>SLOTS</b>	<b>FUNDING</b>
<b>Federal Title V *</b>		
2010/11 Original Allocation	97	884,612
2010/11 Expenditures	97	884,207
2010/11 Carryover to 2011/12	0	405
<b>2011/12 FEDERAL FUNDS</b>	<b>SLOTS</b>	<b>FUNDING</b>
<b>Federal Title V *</b>		
2010/11 Carryover to 2011/12	0	405
<b>TOTAL 2011/12 FEDERAL TITLE V</b>	<b>0</b>	<b>405</b>
<b>Grand Total Allocated for 10/11 and 11/12</b>	<b>97</b>	<b>884,612</b>

\* Maximum of 8% allowed for Administration  
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\*\*Funds for this contract are estimated using the following U.S. Department of Labor grant:

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