

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

507A



SUBMITTAL DATE:
09-14-2011

FROM: Office on Aging

SUBJECT: Senior Community Service Employment Program (SCSEP) FY 2010/11 Appropriations Act contract extension to December 31, 2011.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Authorize Chair to execute Standard Agreement Amendment # 3 (AA-0910-21) 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's Office to make the budget adjustment as outlined in Schedule A.

BACKGROUND: Appropriations Act Agreement AA-0910-21 Amendment # 2 with the California Department of Aging (CDA) was approved on July 26, 2011 as agenda item 3.55. 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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 4,167	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

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: *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
 xc: Office on Aging, Auditor, EO

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

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

Prev. Agn. Ref.: 07/26/2011 3.55; District: All Agenda Number:
 9/14/2010 3.30; 01/25/2011 3.22

3.20

FISCAL PROCEDURES APPROVED BY: PAUL ANGIULO, CPA, AUDITOR-CONTROLLER
 BY: Samuel Wong 10/11/11
 SAMUEL WONG
 Departmental Concurrence
 DATE
 NEAL R. KIPNIS
 COUNTY CLERK
 Policy Consent
 Policy Consent
 ep't Recomm.:
 er Exec. Ofc.:

Page 2

SUBJECT: Senior Community Service Employment Program (SCSEP) FY 2010/11 Appropriations Act contract extension to December 31, 2011.

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 \$4,167 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 funds to FY 2011-12.

We are requesting for 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	\$4,167
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INCREASE APPROPRIATION

5300100000 21450 510320 Temporary Salaries	\$4,167
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SUBJECT: Senior Community Service Employment Program (SCSEP) FY 2010/11
Appropriations Act contract extension to December 31, 2011.

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

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 2 Pages

AGREEMENT NUMBER AA-0910-21	AMENDMENT NUMBER 3
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 April 1, 2010 through December 31, 2011

3. The maximum amount of this Agreement after this amendment is: **\$ 388,056**
Three hundred eighty-eight thousand fifty-six and 00/100 dollars

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.


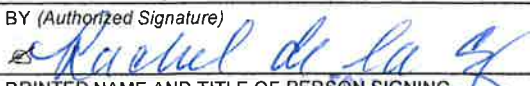
The Budget for Amendment 3, is hereby incorporated by reference and replaces all previous Budgets.

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

All other terms and conditions shall remain the same.

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

ATTEST:
 KECIA HARPER-IHEM, Clerk
 By 
 DEPUTY

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) <u>10/25/11</u>	
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		<input checked="" type="checkbox"/> Exempt per: Mello Grunland Older Californians Act
AGENCY NAME California Department of Aging		
BY (Authorized Signature) 	DATE SIGNED (Do not type) <u>11-14-11</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING Rachel de la Cruz, Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Sacramento, CA 95834		

FORM APPROVED COUNTY CLERK
 BY: NEAL R. KIPNIS
 DATE: 10/25/11

2011-11-110548.

OCT 25 2011 3:20

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 Appropriations Act Budget (CDA 35AA) 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 29AA) monthly through the December 31, 2011 reporting period.

Article IV. Closeout

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

Exhibit B - Budget Detail, Payment Provisions and Closeout

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM APPROPRIATIONS ACT
 Budget Display
 Fiscal Years 2009/10, 2010/11 and 2011/12
 County of Riverside**

2009/10 FEDERAL FUNDS	SLOTS	FUNDING
Federal Title V *		
2009/10 Original Allocation	8	77,433
2009/10 Expenditures	1	11,820
2009/10 Carryover to 2010/11	7	65,613
2010/11 FEDERAL FUNDS	SLOTS	FUNDING
Federal Title V *		
2010/11 Original Allocation	32	310,623
2009/10 Carryover to 2010/11	7	65,613
TOTAL 2010/11 FEDERAL TITLE V	39	376,236
2010/11 Expenditures	38	372,069
2010/11 Carryover to 2011/12	1	4,167
2011/12 FEDERAL FUNDS	SLOTS	FUNDING
Federal Title V *		
2010/11 Carryover to 2011/12	1	4,167
TOTAL 2011/12 FEDERAL TITLE V	1	4,167
Grand Total Allocated for 09/10, 10/11 and 11/12	40	388,056

* 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-Additional FY 2010 Funds	AD-19970-10-60-A-6	1/29/2010

CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200
 SACRAMENTO, CA 95834-1992
 Internet Home Page: www.aging.ca.gov
 TDD Only 1-800-735-2929
 FAX Only (916) 928-2267
 Phone Number (916) 419-7500



PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 11-17(P)
SUBJECT: Senior Community Service Employment Program Department of Labor Appropriations Act Contract FY 2010-11 Amendment #3	DATE ISSUED: September 9, 2011
REVISED:	EXPIRES: December 31, 2011
REFERENCES: Older Americans Act of 2006	SUPERSEDES: PM 10-23(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	

Purpose

This Program Memo (PM) transmits Title V Senior Community Service Employment Program (SCSEP) Department of Labor (DOL) Appropriations Act (AA) Contract Amendment #3. The contract is being amended by the California Department of Aging (CDA) pursuant to the DOL's approval of a grant extension to carryover unspent funds from Fiscal Year (FY) 2010-11 to FY 2011-12. This amendment reallocates each Area Agency on Aging's (AAA) unspent DOL AA FY 2010-11 funds to FY 2011-12.

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:

- AA funding must be separately tracked from other federal SCSEP funding.
- Local agencies must meet the contract match requirement for the total grant award of \$4,239,993 by the end of the contract period. Individual 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."
- 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 expend more than eight percent of their allocation for administration.

Continued on next page

Process and Instructions

The following steps describe the process for requesting reallocated funds:

1. Use the attached Appropriations Act Budget Summary for Grant Extension [CDA 35AA (New 03/10)] to develop your revised budget reflecting the amounts in Amendment #3 of your SCSEP AA Budget Display [CDA 276 (Rev. 01/06)].
2. Submit an electronic copy of this form to your assigned AAA-Based Team Fiscal Specialist no later than 30 days from the 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 funds will be available.
4. CDA will mail a copy of the contract package to the Agency Contract Representative.
5. Use the attached Appropriations Act Monthly Expenditure Report/ Request for Funds for Grant Extension [CDA 29AA (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 SCSEP AA Budget Display [CDA 276 (Rev. 01/06)]
- Appropriations Act Monthly Expenditure Report/Request for Funds for Grant Extension [CDA 29AA (Rev. 10/10)]
- Appropriations Act Budget Summary for Grant Extension [CDA 35AA (New 03/10)]

The CDA 29AA and CDA 35AA 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."

Lora Connolly

Lora Connolly
Acting Director

Exhibit B - Budget Detail, Payment Provisions, and Closeout

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 "Budget Display"
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