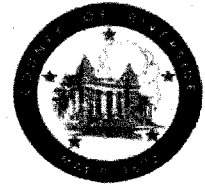


910



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

FROM : Office on Aging

SUBMITTAL DATE:
February 6, 2012

SUBJECT: Fiscal Year 2011-2012 Area Plan Standard Agreement AP-1112-21 Amendment #1 between California Department of Aging (CDA) and County of Riverside, Office on Aging.

RECOMMENDED MOTION: That your Honorable Board:

1. Approve and Authorize Chair to execute Standard Agreement Amendment #1 AP-1112-21 for FY 2011-2012 (July 1, 2011 to June 30, 2012) with the California Department of Aging (CDA).
2. Return all 4 copies to the Office on Aging for further processing.
3. Approve and direct the Auditor-Controller's Office to make the budget adjustment as shown in Schedule A, attached.

BACKGROUND: The attached contract and Budget Display includes federal and state transfers requested by our agency and approved by California Department of Aging. These funds support programs and activities for seniors countywide which includes Supportive Services Title IIIB, Congregate and Home Delivered Meals programs Title IIIC, Preventive Health and Medication Management Title IIID, Family

Continued next page...

Edward F. Walsh
Edward F. Walsh, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$281,115	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: *Jan Sison*
Jan Sison

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Buster, Tavaglione, Benoit and Ashley
 Nays: None
 Absent: Stone
 Date: March 13, 2012
 xc: OOA, Auditor(2), E.O.

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

3.35

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *[Signature]* DATE: 2/16/12
 SAMUEL WONG
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: *[Signature]* DATE: 2/16/12
 NEAL R. KIPNIS
 Policy Policy
 Consent Consent
 ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
 Per Exec. Ofc.:

Subject: Fiscal Year 2011-2012 Area Plan Standard Agreement AP-1112-21
Amendment #1 between California Department of Aging (CDA) and County of Riverside,
Office on Aging.

Caregiver Program Title III E, Long Term Care Ombudsman Title VII A, Elder Abuse
Prevention Title VIII B.

In the FY 11-12 budget submitted to the Board and approved on June 7, 2011 Agenda
item 3.65; Office on Aging submitted a Title III/VII budget total amount of \$6,405,697
federal and state funds. The term of this agreement remains unchanged (7/1/11 –
6/30/12) however; the maximum amount of this amended agreement is \$6,686,812;
therefore, an adjustment of \$281,115 is needed as shown on Schedule A.

The amendment also includes information and instruction for the use of One-Time-Only
(OTO) funds:

- OTO funds must be spent in the program in which they were incurred and are non-transferable to another program.
- OTO purchases must be for allowable program costs
- AAAs can allocate OTO funds to existing subcontractors or to new subcontractors after having issued a Request for Proposal (RFP) and executed a contract.
- OTO funding will not be available until CDA receives and approves the revised Area Plan Budget (CDA122), the executed Area Plan Contract Amendment #1, and the CDA1031.

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

Subject: Fiscal Year 2011-2012 Area Plan Standard Agreement AP-1112-21
Amendment #1 between California Department of Aging (CDA) and County of Riverside,
Office on Aging.

Office on Aging
Schedule A
FY 2011-2012

Increase Estimated Revenue:

21450-5300100000-767140 Fed-Misc.Reimbursement	\$281,115
--	-----------

Increase Appropriation:

21450-5300100000-510040 Regular Salaries	\$2,280
21450-5300100000-518100 Budgeted Benefits	720
21450-5300100000-521640 Maint-Software	35,000
21450-5300100000-523700 Office Supplies	20,187
21450-5300100000-520200 Communication	10,000
21450-5300100000-520260 Computer lines	10,000
21450-5300100000-520320 Telephone Services	10,529
21450-5300100000-521640 Maint-Software	10,000
21450-5300100000-529540 Utilities	24,000
21450-5300100000-536200 Contrib. to Non-County Agency	123,399
21450-5300100000-546320 Vehicles-Cars/Light Trucks	35,000

	281,115

STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 2 Pages

to Riverside County Clerk of the Board, Stop 1016
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

Table with 2 columns: AGREEMENT NUMBER (AP-1112-21), AMENDMENT NUMBER (1), and 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, 2011 through June 30, 2012

3. The maximum amount of this Agreement is \$ 6,686,812.00
Agreement after this amendment is: Six million, six hundred eighty-six thousand, eight hundred twelve 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 Contract amendment re-allocates unspent federal funds from FY 2010-11 to FY 2011-12, adjusts initial Area Plan allocations for Title III, VII, OTO, and NSIP funding for FY 2011-12 and executes Contractor's approved funding transfer requests.

This contract amendment increases funds provided to the contractor and will be used to enhance or maintain service levels.

Exhibit B, pages 10 and 11, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, pages 10 and 11, Budget Display.

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

ATTEST:
KECIA HARPER-IHEM, Clerk
By [Signature] DEPUTY

All other terms and conditions shall remain the same.

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

Contractor and State of California signature blocks with fields for name, title, address, and date signed.

CALIFORNIA Department of General Services Use Only section with a checkbox for exemption per Older Californians Act and AG OP 80-111.

FORM APPROVED COUNTY COUNSEL 16/12
BY NEAL R. KIPNIS

Exhibit B - Budget Detail, Payment Provisions, and Closeout

**Area Plan Budget Display
 Fiscal Year 2011/12
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
Supportive Services							
Federal Title IIIB	1,404,745	475,524	1,880,269	475,524	104,375	1,984,644	579,899
General Fund B	-	-	-	-	-	-	-
Total Supportive Services	1,404,745	475,524	1,880,269	475,524	104,375	1,984,644	579,899
Ombudsman							
Federal Title IIIB	51,588	-	51,588	-	5,897	57,485	5,897
General Fund B	-	-	-	-	-	-	-
Federal Title VIIa	66,499	-	66,499	-	3,532	70,031	3,532
General Fund VIIa	-	-	-	-	-	-	-
Special Deposit (SDF)	42,917	-	42,917	-	-	42,917	-
SNF Quality & Accountability	101,024	-	101,024	-	-	101,024	-
Total Ombudsman	262,028	-	262,028	-	9,429	271,457	9,429
Congregate Nutrition							
Federal Title IIIC1	1,842,657	(930,939)	911,718	(930,939)	53,973	965,691	(876,966)
General Fund C1	161,966	-	161,966	-	-	161,966	-
NSIP C1	114,242	-	114,242	-	(1,480)	112,762	(1,480)
Total Congregate Nutrition	2,118,865	(930,939)	1,187,926	(930,939)	52,493	1,240,419	(878,446)
Home-Delivered Meals							
Federal Title IIIC2	913,597	455,415	1,369,012	455,415	42,199	1,411,211	497,614
General Fund C2	158,385	-	158,385	-	-	158,385	-
NSIP C2	236,785	-	236,785	-	(3,067)	233,718	(3,067)
Total Home Delivered Meals	1,308,767	455,415	1,764,182	455,415	39,132	1,803,314	494,547
Disease Prevention							
Federal Title IIID	75,624	-	75,624	-	7,720	83,344	7,720
Federal Title IIID - Med Mgmt	26,790	-	26,790	-	-	26,790	-
General Fund D	-	-	-	-	-	-	-
Total Disease Prevention	102,414	-	102,414	-	7,720	110,134	7,720
Family Caregiver							
Federal Title IIIE	649,576	-	649,576	-	66,517	716,093	66,517
Total Title IIIE	649,576	-	649,576	-	66,517	716,093	66,517
Elder Abuse							
Federal Title VIIb	24,528	-	24,528	-	1,449	25,977	1,449
General Fund VIIb	-	-	-	-	-	-	-
Total Elder Abuse	24,528	-	24,528	-	1,449	25,977	1,449
Administration							
Federal Title IIIB	168,216	-	168,216	-	-	168,216	-
Federal Title IIIC1	197,764	-	197,764	-	-	197,764	-
Federal Title IIIC2	98,052	-	98,052	-	-	98,052	-
Federal Title IIIE	69,553	-	69,553	-	-	69,553	-
General Fund C1	939	-	939	-	-	939	-
General Fund C2	250	-	250	-	-	250	-
Total Administration	534,774	-	534,774	-	-	534,774	-
Grand Total - All Funds	6,405,697	-	6,405,697	-	281,115	6,686,812	281,115

RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, March 13, 2012, that John Tavaglione, the Chairman of this Board is authorized and directed to execute on behalf of said County the State Standard Agreement No. AP-1112-21 between Riverside County and California Department of Aging providing: for Funds to Support Programs and Activities for Seniors Countywide.

Roll Call:

Ayes: Buster, Tavaglione, Ashley and Benoit
Nays: None
Absent: Stone

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By: 

Deputy

CALIFORNIA 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) 928-2500
(916) 419-7531



January 27, 2012

To: COUNTY OF RIVERSIDE

Enclosed are four Standard Agreements for Contract Number AP-1112-21, Amendment 1, in the amount of \$ 6,686,812.00 which increases the contract amount by \$ 281,115.00. Any additional documents that need to be submitted with this contract are checked below:

Insurance Certificate or letter of self-insurance for: General Liability (7/1/2012)
 Auto (7/1/2012)
 Professional (7/1/2012)

Resolution (True) No Resolution (False)

No Documents Required

Please sign and return all four copies of the Contract and any additional documents required to:

California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834

If you have any questions, please contact me at (916) 419-7157. Thank you.

Don Fingado
Contract Analyst
California Department of Aging



Do Your Part to Help California Save Energy
To learn more about saving energy, visit the CDA web site at www.aging.ca.gov

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 12-01 (P)
SUBJECT: Fiscal Year 2011-12 Area Plan Contract Amendment #1	DATE ISSUED: January 27, 2012
REVISED:	EXPIRES: June 30, 2012
REFERENCES: Older Americans Act Amendments of 2006; Older Californians Act, Welfare and Institutions Code 9100, et seq.	SUPERSEDES: PM 11-07(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> MSSP <input checked="" 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: Transmit Amended AP Contract	

Purpose

This Program Memo (PM) transmits your Fiscal Year (FY) 2011-12 Area Plan Revised Allocation and Contract Amendment #1. The California Department of Aging (CDA) is amending the contract to:

- Reallocate \$5,531,265 in unspent (carryover) Area Agency on Aging (AAA) One-Time Only (OTO) federal funds from FY 2010-11 to FY 2011-12.
- Allocate a reduction of \$541,755 in reconciled federal Title III and VII funds for FY 2011-12.
- Allocate a reduction of \$159,916 in reconciled Nutrition Services Incentive Program (NSIP) funding for FY 2011-12.
- Allocate a reduction of \$722,339 in OTO to account for current fiscal year federal funding reductions.
- Execute AAAs' approved funding transfer requests.

Allocation Methodology

CDA used these methodologies to determine Amendment #1 Allocations:

- CDA reallocated up to five percent of each AAA's Prior Year Unexpended (carryover) funding back to the original AAA. Amounts that exceeded the five percent baseline allocation were reallocated to all AAAs using the applicable Intrastate Funding Formula (IFF) factors.
- Allocation reductions needed to tie contract amounts to available federal funds were allocated to all AAAs using the appropriate IFF and NSIP factors.

This amendment satisfies all federal and state funding tests, including the maintenance-of-effort requirement.

Continued on next page

**Expenditure
Deadline**

The deadline for expending all funds referenced in this PM is June 30, 2012.

**OTO
Guidelines**

The following requirements govern the use of OTO funds:

- AAAs must complete and return the CDA1031 One-Time-Only Request form. The form and instructions are available on the CDA website:
[http://www.aging.ca.gov/aaa/docs/OTO Request Form for AAA CDA 1031.xls](http://www.aging.ca.gov/aaa/docs/OTO%20Request%20Form%20for%20AAA%20CDA%201031.xls).
- AAAs must complete and return the CDA122 Area Plan Budget Template form available on the CDA website:
[http://www.aging.ca.gov/aaa/docs/Area Plan Budget Template CDA 122.xls](http://www.aging.ca.gov/aaa/docs/Area%20Plan%20Budget%20Template%20CDA%20122.xls).

Instructions for the CDA122 are available at:

[http://www.aging.ca.gov/aaa/docs/Instructions for Preparing the Area Plan Budget\(Revised%204-2010\).pdf](http://www.aging.ca.gov/aaa/docs/Instructions%20for%20Preparing%20the%20Area%20Plan%20Budget%20(Revised%202004-2010).pdf).

- OTO funds must be spent in the program in which they were incurred and are not transferable to another program.
 - OTO purchases must be for allowable program costs.
 - AAAs can allocate OTO funds to existing subcontractors or to new subcontractors after having issued a Request for Proposal (RFP) and executed a contract.
 - OTO funding will not be available until CDA receives and approves the revised Area Plan Budget (CDA122), the executed Area Plan Contract Amendment #1, and the CDA1031.
-

**Submission
Deadline**

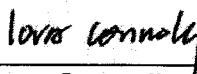
Submit the completed CDA1031 and CDA122 electronically to your assigned AAA Fiscal Team Specialist no later than 30 working days from the date of this PM.

**Fiscal
Inquiries**

Contact your assigned AAA Fiscal Team Specialist.

Attachments

- Area Plan 2011-12 Amendment #1 Contracts
-



Lora Connolly
Acting Director