

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

339



**FROM :** Office on Aging

**SUBMITTAL DATE:**  
January 8, 2013

**SUBJECT:** Fiscal Year 2012-2013 Area Plan Contract AP-1213-21 Amendment #1 between California Department of Aging (CDA) and Riverside County Office on Aging. All District.

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

1. Approve and Authorize Chair to execute Area Plan Contract Amendment #1 AP-1213-21 for Fiscal Year 2012-2013 (from July 1, 2012 to June 30, 2013) with the California Department of Aging.
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 adjustments presented on Schedule A, attached.
4. Authorize the County Purchasing Agent to purchase 3 vehicles per schedule A.

**BACKGROUND:** This amended contract and budget display provides the allocation of reconciled Federal and State One-Time-Only (OTO) Title III/VII funding for our agency. It also includes approved funding transfer requests.

Continued next page...

Michele Wilham, Director

**FINANCIAL DATA**

Current F.Y. Total Cost:	\$494,551	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:** 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 Stone, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone, Benoit and Ashley  
 Nays: None  
 Absent: Tavaglione  
 Date: January 29, 2013  
 xc: Office on Aging, Auditor, EO, Purchasing

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

3-27

FISCAL PROCEDURES APPROVED  
 PAUL LANGUO, CPA, AUDITOR-CONTROLLER  
 JONATHAN J. JONES, JEFFREY S. JONES, JESSICA J. JONES  
 LISA M. ROSE  
 NEAL R. KIPNIS  
 COUNTY COUNSEL  
 DEPARTMENTAL COUNCIL  
 DAVID  
 DEPT RECOMM.:  
 PER EXEC. OFC:

**Subject:** Fiscal Year 2012-2013 Area Plan Contract AP-1213-21 Amendment #1 between California Department of Aging (CDA) and Riverside County Office on Aging.

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.

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 Caregiver Program Title IIIE, Long Term Care Ombudsman Title VIIA, Elder Abuse Prevention Title VIIB.

The FY12-13 Title III/VII original contract with California Department of Aging approved and signed by the Board on June 5, 2012 Agenda item 3.48; total the amount of \$7,169,231 on federal and state funds. The terms of this agreement remains unchanged (7/1/12 – 6/30/13) however; the maximum amount of the amendment is \$7,663,782; therefore, an adjustment of \$494,551 is needed as shown on the attached Schedule A.

The request for the purchase of 3 new vehicles is needed due to the age, mileage logged and cost to maintain these vehicles. Additionally, we are trying to bring our vehicle fleet in compliance with Board of Supervisor Policy **D-2**

These vehicles are used to support and promote our Older Adults programs throughout Riverside County that include Nutrition Meals, Caregivers, Information and referral and the Information Van programs.

The vehicles to be replaced are as follows:

<u>Vehicle #</u>	<u>Make</u>	<u>Age</u>	<u>Mileage</u>
1. 03-636	Ford Taurus	10 years	96,376
2. 02-682	Chevy Info Van	11 years	63,555
3. 00-358	Ford Taurus	13 years	95,542

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

**Subject:** Fiscal Year 2012-2013 Area Plan Contract AP-1213-21 Amendment #1  
between California Department of Aging (CDA) and Riverside County Office on Aging.

Office on Aging  
Schedule A  
FY 2012-2013

Increase Office on Aging Estimated Revenue:

21450-5300100000-767140 Fed-Misc. Reimbursement	\$494,551
---	-----------

Increase Office on Aging Appropriation:

21450-5300100000-510040 Regular Salaries	\$40,070
21450-5300100000-518100 Budgeted Benefits	17,172
21450-5300100000-520200 Communication	42,400
21450-5300100000-520825 Kitchen & Dining Supplies	7,873
21450-5300100000-527780 Special Program Expense	47,734
21450-5300100000-528140 Conference & Registration	12,000
21450-5300100000-528920 Car Pool Expenses	107,719
21450-5300100000-536200 Contrib. to Non-County Agency	213,583
21450-5300100000-546080 Equipment Computer	6,000
	-----
	\$494,551

Increase Fleet Services Estimated Revenue:

45300-7300500000-777620 Vehicle Cost Recovery	\$107,719
---	-----------

Increase Fleet Services Appropriation:

45300-7300500000-546020 Equipment – Automotive	\$107,719
--	-----------

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED \_\_\_\_\_ Pages

AGREEMENT NUMBER <b>AP-1213-21</b>	AMENDMENT NUMBER <b>1</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, 2012** through **June 30, 2013**
3. The maximum amount of this Agreement after this amendment is: **\$ 7,663,782.00**  
 Seven million, six hundred sixty-three thousand, seven hundred eighty-two 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:

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

This contract amendment provides for the allocation of reconciled One-Time-Only (OTO) Title III and VII funds from the Area Agency on Aging (AAA) FY 2011-12 contract and reallocation of unspent federal funds. It also includes AAAs' approved funding transfer requests. This increase will expand/enhance services provided under this Agreement.

Exhibit B, pages 11 and 12, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, pages 11 and 12, Budget Display.

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

ATTEST:  
 KECIA HARPER-IHEM, Clerk  
 By *Kecia Harper-Ihem*  
 DEPUTY

All other terms and conditions shall remain the same.

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

**CONTRACTOR**

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)  
 COUNTY OF RIVERSIDE  
 BY (Authorized Signature) *John J. Benoit* DATE SIGNED (Do not type) 1/29/13  
 PRINTED NAME AND TITLE OF PERSON SIGNING  
**JOHN J. BENOIT CHAIRMAN, BOARD OF SUPERVISORS**

ADDRESS  
 6296 RIVERCREST DRIVE, SUITE K RIVERSIDE CA 92507

**STATE OF CALIFORNIA**

AGENCY NAME  
 California Department of Aging  
 BY (Authorized Signature) \_\_\_\_\_ DATE SIGNED (Do not type) \_\_\_\_\_  
 PRINTED NAME AND TITLE OF PERSON SIGNING  
**Dyanne Macias, Manager, Contracts and Business Services Section**  
 ADDRESS  
 1300 National Drive, Suite 200, Sacramento, CA 95834

CALIFORNIA  
 Department of General Services  
 Use Only

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

JAN 29 2013 3-27

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

**AREA PLAN  
 Budget Display  
 Fiscal Year 2012/13  
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Program</b>							
<b>Supportive Services</b>							
Federal Title IIIB	1,586,975	475,524	2,062,499	475,524	167,491	2,229,990	167,491
Total Supportive Services	1,586,975	475,524	2,062,499	475,524	167,491	2,229,990	167,491
<b>Ombudsman</b>							
Federal Title IIIB	51,472	-	51,472	-	1,783	53,255	1,783
Federal Title VII Ombudsman	65,818	-	65,818	-	2,777	68,595	2,777
Special Deposit (SDF)	43,438	-	43,438	-	-	43,438	-
SNF Quality & Accountability	101,550	-	101,550	-	-	101,550	-
Total Ombudsman	262,278	-	262,278	-	4,560	266,838	4,560
<b>Congregate Nutrition</b>							
Federal Title IIIC1	2,090,011	(930,939)	1,159,072	(930,939)	90,328	1,249,400	90,328
General Fund C1	168,103	-	168,103	-	-	168,103	-
NSIP C1	141,165	-	141,165	-	14,442	155,607	14,442
Total Congregate Nutrition	2,399,279	(930,939)	1,468,340	(930,939)	104,770	1,573,110	104,770
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	1,041,371	455,415	1,496,786	455,415	76,280	1,573,066	76,280
General Fund C2	117,862	-	117,862	-	-	117,862	-
NSIP C2	268,278	-	268,278	-	27,446	295,724	27,446
Total Home Delivered Meals	1,427,511	455,415	1,882,926	455,415	103,726	1,986,652	103,726
<b>Disease Prevention</b>							
Federal Title IIID	115,556	-	115,556	-	9,032	124,588	9,032
Total Disease Prevention	115,556	-	115,556	-	9,032	124,588	9,032
<b>Family Caregiver</b>							
Federal Title IIIE	734,235	-	734,235	-	100,728	834,963	100,728
Total Title IIIE	734,235	-	734,235	-	100,728	834,963	100,728
<b>Elder Abuse Prevention</b>							
Federal Title VII Elder Abuse Prevention	27,486	-	27,486	-	4,244	31,730	4,244
Total Elder Abuse Prevention	27,486	-	27,486	-	4,244	31,730	4,244
<b>Administration</b>							
Federal Title IIIB	193,255	-	193,255	-	-	193,255	-
Federal Title IIIC1	227,877	-	227,877	-	-	227,877	-
Federal Title IIIC2	113,542	-	113,542	-	-	113,542	-
Federal Title IIIE	79,856	-	79,856	-	-	79,856	-
General Fund C1	1,091	-	1,091	-	-	1,091	-
General Fund C2	290	-	290	-	-	290	-
Total Administration	615,911	-	615,911	-	-	615,911	-
<b>Grand Total - All Funds</b>	<b>7,169,231</b>	<b>-</b>	<b>7,169,231</b>	<b>-</b>	<b>494,551</b>	<b>7,663,782</b>	<b>494,551</b>
<b>Funding Summary</b>							
Federal Funds	6,736,897	-	6,736,897	-	494,551	7,231,448	494,551
General Fund	287,346	-	287,346	-	-	287,346	-
SNF Quality & Accountability	101,550	-	101,550	-	-	101,550	-
Special Deposit	43,438	-	43,438	-	-	43,438	-
	7,169,231	-	7,169,231	-	494,551	7,663,782	494,551

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

**AREA PLAN  
 Budget Display  
 Fiscal Year 2012/13  
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Comments:</b>							
The maximum amount of Title III/VII Baseline expenditures allowable for the first quarter is:						1,581,864	
The maximum amount of Title III E expenditures allowable for supplemental services is:						217,091	
The maximum amount of Title III E expenditures allowable for Grandparents is:						108,545	
The minimum General Fund to be expended for State Match in Title III is:						284,348	

CFDA NUMBER	Title	Year	Award Number	Award Name
93.041	Title VII: Elder Abuse Prevention	2012	12AACAT7SP	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
		2013	13AACAT7SP	
93.042	Title VII: Ombudsman	2012	12AACAT7SP	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
		2013	13AACAT7SP	
93.043	IIID: Preventive Health	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.044	IIIB: Supportive Services	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.045	IIIC1: Congregate Meals	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.045	IIIC2: Home-Delivered Meals	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.052	IIIE: NFCSP	2012	12AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
		2013	13AACAT3SP	
93.053	Nutrition Services Incentive Program	2012	12AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program
		2013	13AACANSIP	

**VEHICLE PURCHASE REQUEST FORM**  
(Board of Supervisors Policy D-2)

*Similar vehicle types may be grouped on one form.  
Use separate forms for each vehicle type (i.e., cars, trucks, forklifts, loaders).*

1) Requested Vehicle:

Model: Ford Make: Fusion  
Quantity: 1 Estimated Unity Cost: \$35,000

Fuel Type (Check one)

- |  |                                   |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Hybrid | <input type="checkbox"/> LNG      |
| <input type="checkbox"/> Gasoline          | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Diesel            | <input type="checkbox"/> Propane  |
| <input type="checkbox"/> CNG               | <input type="checkbox"/> Other    |

***If the purchase is for a gasoline or diesel powered vehicle, answer questions***

2) Provide a brief explanation of the unique circumstances which make purchase of a gasoline or diesel powered vehicle more suitable in this particular instance:

---

---

---

---

---

---

---

---

For use by the Fleet Services

Review Date: \_\_\_\_\_

- Approved  Denied

*If denied. Alternative vehicle recommendation:*

---

---

---

---

**VEHICLE PURCHASE REQUEST FORM**  
(Board of Supervisors Policy D-2)

*Similar vehicle types may be grouped on one form.  
Use separate forms for each vehicle type (i.e., cars, trucks, forklifts, loaders).*

1) Requested Vehicle:

Model: Ford Make: Flex  
Quantity: 1 Estimated Unity Cost: \$35,000

Fuel Type (Check one)

- |  |                                   |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Hybrid | <input type="checkbox"/> LNG      |
| <input type="checkbox"/> Gasoline          | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Diesel            | <input type="checkbox"/> Propane  |
| <input type="checkbox"/> CNG               | <input type="checkbox"/> Other    |

***If the purchase is for a gasoline or diesel powered vehicle, answer questions***

2) Provide a brief explanation of the unique circumstances which make purchase of a gasoline or diesel powered vehicle more suitable in this particular instance:

---

---

---

---

---

---

---

---

*For use by the Fleet Services*

Review Date: \_\_\_\_\_

- Approved  Denied

*If denied. Alternative vehicle recommendation:*

---

---

---

---



**VEHICLE PURCHASE REQUEST FORM**  
(Board of Supervisors Policy D-2)

*Similar vehicle types may be grouped on one form.  
Use separate forms for each vehicle type (i.e., cars, trucks, forklifts, loaders).*

1) Requested Vehicle:

Model: ford Make: Connet  
Quantity: 1 Estimated Unity Cost: \$35,000

Fuel Type (Check one)

- |  |                                   |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Hybrid | <input type="checkbox"/> LNG      |
| <input type="checkbox"/> Gasoline          | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Diesel            | <input type="checkbox"/> Propane  |
| <input type="checkbox"/> CNG               | <input type="checkbox"/> Other    |

***If the purchase is for a gasoline or diesel powered vehicle, answer questions***

2) Provide a brief explanation of the unique circumstances which make purchase of a gasoline or diesel powered vehicle more suitable in this particular instance:

---

---

---

---

---

---

---

---

For use by the Fleet Services

Review Date: \_\_\_\_\_

- Approved  Denied

*If denied. Alternative vehicle recommendation:*

---

---

---

---

**CALIFORNIA DEPARTMENT OF AGING**

1300 NATIONAL DRIVE, SUITE 200  
 SACRAMENTO, CA 95834-1992  
 Internet Home Page: [www.aging.ca.gov](http://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)

<b>TO: Area Agency on Aging Directors</b>	<b>NO.: PM 12-16 (P)</b>
<b>SUBJECT: Fiscal Year 2012-13 Area Plan Contract Amendment #1</b>	<b>DATE ISSUED: November 21, 2012</b>
<b>REVISED:</b>	<b>EXPIRES: June 30, 2013</b>
<b>REFERENCES: Older Americans Act Amendments of 2006; Older Californians Act, Welfare and Institutions Code 9100, et seq.</b>	<b>SUPERSEDES: PM 12-08(P) (Revised)</b>
<b>PROGRAMS AFFECTED:</b> <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 type="checkbox"/> Title V <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: Nutrition Services Incentive Program (NSIP)	
<b>REASON FOR PROGRAM MEMO:</b> <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> <b>Other Specify: Transmit Amended AP Contract</b>	

**Program Memo Summary**

Attached is your Fiscal Year (FY) 2012-13 Area Plan Contract Amendment #1 and revised budget display. This contract amendment provides for the allocation of reconciled One-Time-Only (OTO) Title III and VII from the Area Agency on Aging (AAA) FY 2011-12 contract and reallocation of unspent federal funds. It also includes AAAs' approved funding transfer requests.

**Allocation Methodology**

CDA used the following allocation methodologies:

- CDA reallocated up to five percent of each AAA's prior year unexpended baseline funding (carryover) back to the original AAA. CDA redistributed amounts that exceeded the five percent baseline allocation across all AAAs utilizing the factors from the original contract.
- CDA allocated reconciled federal funds to all AAAs using the appropriate Intrastate Funding Formula, Ombudsman and Nutrition Services Incentive Program (NSIP) factors.

**Submission and Expenditure Deadlines**

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. The deadline for expending all funds referenced in this PM is June 30, 2013.

Continued on next page

01.29.2013 2-27

---

**Fiscal  
Inquiries**

Contact your assigned AAA Fiscal Team Specialist.

---

**Attachments**

- Area Plan 2012-13 Amendment #1 Budget Displays
  - Area Plan 2012-13 Amendment #1 Contracts (contract package mailed to Agency Contract Representative)
- 

*Lora Connolly*

---

Lora Connolly  
Director

**CALIFORNIA DEPARTMENT OF AGING**

1300 National Drive, Suite 200  
SACRAMENTO, CA 95834  
Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)  
TDD Only 1-800-735-2929  
FAX Only (916) 928-2500  
(916) 419-7531



November 26, 2012

To: COUNTY OF RIVERSIDE

Enclosed are four Standard Agreements for Contract Number AP-1213-21, Amendment 1, in the amount of \$ 7,663,782.00 which increases the contract amount by \$ 494,551.00. Any additional documents that need to be submitted with this contract are checked below:

Insurance Certificate or letter of self-insurance for:  General Liability (7/1/2013)  
 Auto (7/1/2013)  
 Professional (7/1/2013)

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](http://www.aging.ca.gov)