

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

854



FROM: Office on Aging

SUBMITTAL DATE:
September 10, 2013

SUBJECT: FY 2013/2014 Area Plan Contract A3-1314-21 Amendment #1 between California Department of Aging (CDA) and Riverside County Office on Aging.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Authorize Chair to execute Area Plan Contract Amendment #1 A3-1314-21 for FY 2013-2014 (from July 1, 2013 to September 30, 2013) with the California Department of Aging.
2. Approve and direct the Auditor-Controller's Office to make the budget adjustments presented on Schedule A, attached.
3. Return all 4 copies to the Office on Aging for further processing.

BACKGROUND:

Summary

This amended contract and budget display provides the allocation of reconciled Federal and State One-Time-Only (OTO) Title III/VII funding for Office on Aging.

Continued on Page 2

Michele Wilham
Michele Wilham
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 285,072	\$ 0	\$ 285,072	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: Federal 100%				Budget Adjustment: Yes	
				For Fiscal Year: 2013/2014	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Lani Sioson*
Lani Sioson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: September 24, 2013
 Office on Aging, Auditor, EO

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

Prev. Agn. Ref.: 3-40 July 30, 2013 | District: | Agenda Number:

3-41

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *Lisette Rose* 9/10/13
 Departmental Concurrence Lisette Rose
 DATE 9/11/13
 COUNTY COUNSEL
 BY: NEAL R. KPINS

A-30
 Positions Added
 4/5 Vote
 Change Order

XC:26 13 6W 5:50

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: FY 2013/2014 Area Plan Contract A3-1314-21 Amendment #1 between California Department of Aging (CDA) and Riverside County Office on Aging.

DATE: September 10, 2013

PAGE: Page 2 of 3

BACKGROUND:

Summary (continued)

The amendment also includes information and instruction for the use of OTO funds:

- OTO funds may only be used for Baseline purposes and be spent in the program in which they were incurred and are non-transferable to another program.
- Area Plan Budget amendment #1 must be submitted not later than September 15, 2013.
- FY2013-2014 A3 Amendment #1 must be fully executed before September 30, 2013.
- Federal Funds from A3 contract cannot be reallocated to an A9 contract.

These funds support programs and activities for seniors countywide, which include Supportive Services (Title IIIB), Congregate and Home Delivered Meal Programs (Title IIIC), Preventive Health and Medication Management (Title IIID), Family Caregiver Program (Title IIIE), Long Term Care Ombudsman (Title VIIA), and Elder Abuse Prevention (Title VIIB).

The FY 2013-2014 A3 Title III/VII original contract with the California Department of Aging was approved and signed by the Board on July 30, 2013, Agenda Item 3-40; with total amount \$1,624,636 in federal and state funds. The terms of this agreement remains unchanged (7/1/2013 – 9/30/2013); however, the maximum amount of the amendment is \$1,909,708. Therefore, an adjustment of \$285,072 is needed as shown on the attached Schedule A.

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

Impact on Citizens and Businesses

These funds are to be utilized in accordance with the targeting requirements of the Older American Act (OAA), with considerable emphasis on programs and services to persons aged 60 and older with the greatest social and economic need.

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DATE: September 10, 2013

PAGE: Page 3 of 3

ATTACHMENTS:

A. BUDGET ADJUSTMENT

Office on Aging
Schedule A
FY 2013/2014

Increase Office on Aging Estimated Revenue:

21450-5300100000-767140	Fed-Misc. Reimbursement	\$	285,072
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Increase Office on Aging Appropriation:

21450-5300100000-510040	Regular Salaries	\$	33,319
21450-5300100000-518100	Budgeted Benefits	\$	16,011
21450-5300100000-521640	Maint. Software	\$	6,000
21450-5300100000-523840	Computer Eq.-Software	\$	27,066
21450-5300100000-527780	Special Program Expense	\$	65,601
21450-5300100000-536200	Contrib. to Non-County Agency	\$	137,075
		\$	<u>285,072</u>

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 2 Pages

AGREEMENT NUMBER A3-1314-21	AMENDMENT NUMBER 1
REGISTRATION NUMBER	

- This Agreement is entered into between the State Agency and Contractor named below:
 STATE AGENCY'S NAME California Department of Aging WHEN DOCUMENT IS FULLY EXECUTED RETURN
 CONTRACTOR'S NAME COUNTY OF RIVERSIDE **CLERK'S COPY**
 to Riverside County Clerk of the Board, Stop 1010
 Post Office Box 1147, Riverside, Ca 92502-1147
 Thank you.
- The term of this Agreement is July 1, 2013 through September 30, 2013
- The maximum amount of this Agreement after this amendment is: \$ 1,909,708.00
One million, nine hundred nine thousand, seven hundred eight
- 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 is being amended to reallocate unexpended federal funds from the FY 2012/13 Area Plan contract.

This contract amendment increases funds provided to the contractor by \$ 285,072.00. This increase will be used to enhance or maintain services.

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 [Signature]
 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) <u>[Signature]</u>	DATE SIGNED (Do not type) <u>9/24/13</u>	
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 <u>California Department of Aging</u>		
BY (Authorized Signature) <u>[Signature]</u>	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		
		<input checked="" type="checkbox"/> Exempt per: Older Californians Act and AG OP 80-111

FORM APPROVED COUNTY COUNSEL DATE BY: NEAL R. KIPNIS

SEP 24 2013 341

Exhibit B - Budget Detail, Payment Provisions, and Closeout

**AREA PLAN
 Budget Display
 Fiscal Year 2013/14
 3 Months Contract (effective July 1, 2013-September 30, 2013)
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
Supportive Services							
Federal Title IIIB	340,040	117,324	457,364	117,324	126,971	584,335	244,295
Total Supportive Services	340,040	117,324	457,364	117,324	126,971	584,335	244,295
Ombudsman							
Federal Title IIIB	10,348	-	10,348	-	1,044	11,392	1,044
Federal Title VII Ombudsman	13,583	-	13,583	-	477	14,060	477
Special Deposit (SDF)	10,888	-	10,888	-	-	10,888	-
SNF Quality & Accountability	25,285	-	25,285	-	-	25,285	-
Total Ombudsman	60,104	-	60,104	-	1,521	61,625	1,521
Congregate Nutrition							
Federal Title IIIC1	395,455	(211,817)	183,638	(211,817)	52,562	236,200	(159,255)
General Fund C1	46,339	-	46,339	-	-	46,339	-
C1 Special Nutrition Funds	76,536	-	76,536	-	-	76,536	-
NSIP C1	26,887	-	26,887	-	-	26,887	-
Total Congregate Nutrition	545,217	(211,817)	333,400	(211,817)	52,562	385,962	(159,255)
Home-Delivered Meals							
Federal Title IIIC2	228,034	94,493	322,527	94,493	30,346	352,873	124,839
General Fund C2	53,090	-	53,090	-	-	53,090	-
C2 Special Nutrition Funds	45,021	-	45,021	-	-	45,021	-
NSIP C2	41,676	-	41,676	-	-	41,676	-
Total Home Delivered Meals	367,821	94,493	462,314	94,493	30,346	492,660	124,839
Disease Prevention							
Federal Title IIID	23,855	-	23,855	-	10,757	34,612	10,757
Total Disease Prevention	23,855	-	23,855	-	10,757	34,612	10,757
Family Caregiver							
Federal Title IIIE	156,052	-	156,052	-	61,354	217,406	61,354
Total Family Caregiver	156,052	-	156,052	-	61,354	217,406	61,354
Elder Abuse							
Federal Title VII Elder Abuse Prevention	5,965	-	5,965	-	1,561	7,526	1,561
Total Elder Abuse	5,965	-	5,965	-	1,561	7,526	1,561
Administration							
Federal Title IIIB	40,939	-	40,939	-	-	40,939	-
Federal Title IIIC1	42,782	-	42,782	-	-	42,782	-
Federal Title IIIC2	24,687	-	24,687	-	-	24,687	-
Federal Title IIIE	16,836	-	16,836	-	-	16,836	-
General Fund C1	267	-	267	-	-	267	-
General Fund C2	71	-	71	-	-	71	-
Total Administration	125,582	-	125,582	-	-	125,582	-
Grand Total - All Funds	1,624,636	-	1,624,636	-	285,072	1,909,708	285,072

Exhibit B - Budget Detail, Payment Provisions, and Closeout

**AREA PLAN
 Budget Display
 Fiscal Year 2013/14
 3 Months Contract (effective July 1, 2013-September 30, 2013)
 County of Riverside**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
Funding Summary							
Federal Funds	1,367,139	-	1,367,139	-	285,072	1,652,211	285,072
General Fund	99,767	-	99,767	-	-	99,767	-
Special Nutrition Funds	121,557	-	121,557	-	-	121,557	-
SNF Quality & Accountability	25,285	-	25,285	-	-	25,285	-
Special Deposit	10,888	-	10,888	-	-	10,888	-
	1,624,636	-	1,624,636	-	285,072	1,909,708	285,072

Comments:

The maximum amount of Title III E expenditures allowable for supplemental services is: 46,103

The maximum amount of Title III E expenditures allowable for Grandparents is: 23,052

The minimum General Fund to be expended for State Match in Title III is: 58,081

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

CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200
SACRAMENTO, CA 95834-1992

www.aging.ca.gov

TDD Only 1-800-735-2929

FAX: (916) 928-2267

TEL: (916) 419-7500



PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 13-09 (P)
SUBJECT: Area Plan A3 Contract Amendment #1	DATE ISSUED: August 23, 2013
REVISED	EXPIRES: June 30, 2014
REFERENCES: Older Americans Act Amendments of 2006	SUPERSEDES: PM 13-06 (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 type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: NSIP	

Purpose

The purpose of this Program Memo (PM) is to transmit Amendment #1 for the Fiscal Year (FY) 2013-14 A3 Contract. Amended contracts and budget displays for Area Agencies on Aging (AAA) that met the accelerated July 30th closeout deadline are attached.

Only the AAAs that met the accelerated closeout deadline will receive an A3 Amendment #1 containing reallocated One-Time-Only (OTO) funding.

Allocation Information

The attached FY 2013-14 A3 Amendment #1 allocations include the reallocation of unexpended FY 2012-13 federal funds and initial transfer requests.

Each AAA that met the closeout deadline received prior year unexpended federal funds up to 5 percent of its final prior year allocation. Remaining funds were allocated to each AAA based on its Intrastate Funding Formula (IFF) Factor.

Budget Submission Instructions and Due Date

AAAs must submit their Amendment #1 Area Plan Budget (CDA 122) incorporating the amounts from the corresponding Budget Display no later than September 15, 2013. The allocated OTO funds may only be used for Baseline purposes. No OTO (CDA 1031) forms are required.

No additional transfers are permitted in this budget revision.

Continued on following page

**A3 Original
and
Amendment
#1 Contract
Execution**

1. If a AAA's initial FY 2013-14 A3 contract is not yet executed, this step must be completed before their FY 2013-14 A3 Amendment #1 can be executed.
2. Amendment #1 must be fully executed before September 30, 2013.
3. AAAs will not be able to expend reallocated funds until
 - a. Initial A3 contract and Amendment #1 are both executed and
 - b. The California Department of Aging (CDA) has approved the AAA's Amendment #1 Budget.

A3 Closeout

AAAs are required to submit A3 Closeouts by October 30, 2013. Please note that federal funds from an A3 contract cannot be reallocated to an A9 contract. However, unexpended State funds (General Fund, Skilled Nursing Quality and Accountability, Special Deposit, etc.) and Special Nutrition funds will be reallocated to the A9 contract.

**Final Budget
Displays for
AAAs that
missed the
July 30th
deadline**

For those AAAs that did not meet the accelerated closeout deadline of July 30th, copies of the final Budget Displays showing approved transfers are posted on the CDA AAA Budget Display website.

- http://www.cda.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/

**Fiscal
Inquiries**

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

Attachments

Area Plan 2013-14 A3 Amendment #1 Budget Displays and Contracts

Lora Connolly

Lora Connolly
Director

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



August 23, 2013

To: COUNTY OF RIVERSIDE

Enclosed are four Standard Agreements for Contract Number A3-1314-21 Amendment 1. Any additional documents that need to be submitted with this contract are checked below:

- Insurance Certificate or letter of self-insurance for:
 General Liability (7/1/2014) Auto (7/1/2014) Professional (10/1/2013)
- Resolution (True) No Resolution (False)
- No Documents Required

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

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

This amendment, and all supporting documents, must be received at the Department of Aging, in the Contracts and Business Services Section (CBSS) by September 27, 2013 for it to be signed and executed prior to the ending date of the contract. If you are unable to meet this deadline, please notify me immediately to have it removed from our internal processing requirements list for executable contracts.

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

Don Fingado
Contract Analyst
California Department of Aging

