

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
March 20, 2007**

AGENDA TITLE: California Department of Aging (CDA) Contract AP-0607-29, Amendment No. 1 and County Budget Revision

DEPARTMENT: Human Services (CS)	DEPT SIGNOFF:	CAO USE ONLY: 3/5
CONTACT: John Litwinovich	<i>John Litwinovich</i>	<i>C. Laura Schwartz</i>
DATE: 2/26/2007 PHONE: 6163		

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Human Services, Community Services Division recommends that the Board: 1. Adopt a resolution authorizing the Chairman's signature on Amendment No. 1 to Contract AP-0607-29 with the California Department of Aging, increasing the maximum grant amount by \$127,956, from \$1,224,573 to \$1,352,529, for the provision of Title III/VII Senior Services, Title III E Family Caregiver Support Program services and Older Americans Act Community Based Services Programs (CBSP) during the period July 1, 2006 through June 30, 2007. The resolution further authorizes Area Agency on Aging Director Doug Nowka to continue to administer Contract AP-0607-29 as amended and execute subsequent documents relating to the contract, including amendments thereto, contingent upon approval of County Counsel and Risk Management, that do not affect the dollar amount or the term and to sign required fiscal and programmatic reports. 2. Approve a County Budget Transfer Request in the amount of \$129,996, incorporating unbudgeted increased revenues and corresponding expenditures of \$64,998 within Fund 11-107-100, Senior Services (Index Code 531301). *(see chart on page 2 of memo)*

CAO RECOMMENDATIONS: *Recommend approval. Laura S. Hill 3/7/07*
Agmt available in Viewing PKT. and on the web.

Financial impact? () Yes (X) No	Funding Source: () Gen Fund (X) Other
BUDGET SUMMARY:	Other: Federal OTO & NSIP/USDA & Donations
Total Est. Cost _____ \$1,352,529.00	CAO Office Use Only:
Funding	4/5's Vote Required (X) Yes () No
Budgeted _____ \$1,287,531.00	Change in Policy () Yes (X) No
New Funding _____ \$64,998.00	New Personnel () Yes (X) No
Savings* _____	CONCURRENCES:
Other _____	Risk Management _____
Total Funding _____ \$1,352,529.00	County Counsel _____
Change in Net County Cost _____ \$0.00	Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or _____
Ayes: _____
Noes: _____
Abstentions: _____
Absent: _____

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____



EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
John Litwinovich
Director

February 26, 2007

El Dorado County Board of Supervisors
330 Fair Lane
Placerville, California 95667

Members of the Board:

Title: California Department of Aging (CDA) Contract AP-0607-29, Amendment No. 1 and County Budget Revision

Recommendations:

Human Services, Community Services Division recommends that the Board:

1. Adopt a resolution authorizing the Chairman's signature on Amendment No. 1 to Contract AP-0607-29 with the California Department of Aging, increasing the maximum grant amount by \$127,956, from \$1,224,573 to \$1,352,529, for the provision of Title III/VII Senior Services, Title III E Family Caregiver Support Program services and Older Americans Act Community Based Services Programs (CBSP) during the period July 1, 2006 through June 30, 2007. The resolution further authorizes Area Agency on Aging Director Doug Nowka to continue to administer Contract AP-0607-29 as amended and execute subsequent documents relating to the contract, including amendments thereto, contingent upon approval of County Counsel and Risk Management, that do not affect the dollar amount or the term and to sign required fiscal and programmatic reports.
2. Approve a County Budget Transfer Request in the amount of \$129,996, incorporating unbudgeted increased revenues and corresponding expenditures of \$64,998 within Fund 11-107-100, Senior Services (Index Code 531301).

Reasons for Recommendations:

Amendment No. 1 to Contract AP-0607-29 provides \$125,894 in Federal one-time-only funds and increases the Federal baseline NSIP/USDA funding amount by \$2,062 for a total increase of \$127,956, of which \$62,958 was expected and budgeted for FY 2006/07, leaving \$64,998 in unbudgeted revenues. The Budget Transfer Request appropriates \$30,000 of the unbudgeted one-time funding to purchase new furniture, including chairs and rolling dining tables to improve the safety and appearance of the Spring Street Senior Center dining room, lobby and lounge. Other appropriations consist of \$1,725 to purchase necessary minor computer equipment, \$8,000 to cover increased costs for meal service supplies, \$3,500 for site-use agreement lease increases and \$9,000 for janitorial service and \$12,773 for utilities costs at the new El Dorado Hills Senior Center. Certain operating costs for the new El Dorado Hills Senior Center, unknown at that time, were not included in the FY 2006/07 budget request. County Counsel, Risk Management and Human Resources have approved the contract amendment. A copy of both documents is on file with the Board Clerk.

Fiscal Impact:

Total Cost (or Savings): The increased amount of federal funds payable by the State to El Dorado County under this Contract is \$127,956. \$62,958 of the \$127,956 was expected and budgeted in FY 2006/07. The Budget Transfer Request includes \$64,998 in additional federal one-time-only funds. The Budget Transfer appropriates \$64,998 to support senior services, detailed above. The charts below detail the changes to Contract AP-0607-29 as well as a breakdown of the new funding allocated in the attached budget transfer.

Amendment No. 1 CDA Contract AP-0607-29	
Initial Baseline Agreement	\$1,224,573
Unanticipated Increase in Federal Baseline	\$2,062
Unanticipated increase in one-time-only funds	\$62,936
Anticipated (budgeted) increase in one-time-only funds	\$62,958
Sub-total of amendment amount	\$127,956
New Contract Amount	<u>\$1,352,529</u>

Summary of New Funding	
Unanticipated Increase in Federal Baseline CDA Contract	\$2,062
Unanticipated increase in one-time-only funds CDA Contract	\$62,936
Total New Funding	<u>\$64,998</u>

Net County Cost: There is no change in Net County Costs.

Action to be Taken Following Approval:

Board Clerk to provide Department with three (3) certified resolutions and four (4) copies of Amendment No. 1 to Contract AP-0607-29 signed by the Chairman.

Sincerely,



John Litwinovich
Director of Human Services



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, this Board has designated itself as the Area Agency on Aging of El Dorado County to carry out a program pursuant to the Older Americans Act of 1965, as amended; and

WHEREAS, it is necessary and desirable that the Area Agency on Aging provide nutrition and support services, and

WHEREAS, Amendment No. 1 to Contract Number AP-0607-29 has been presented to this Board for its consideration and acceptance whereby the County of El Dorado shall provide nutrition and support services, and

WHEREAS, this Board has examined and approved said Agreement as to both form and content and desires to enter into the Agreement, and

WHEREAS, the Chairman of the Board can act on behalf of the County of El Dorado and will sign all necessary documents required to execute the contract,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of El Dorado hereby authorizes the Chairman of the Board to execute Amendment No. 1 to Contract Number AP-0607-29 with the California Department Aging, and further authorizes Doug Nowka, Director of the El Dorado County Area Agency on Aging, to continue to execute further documents relating to Contract AP-0607-29, including amendments thereto, contingent upon approval of County Counsel and Risk Management, that do not affect the dollar amount, and to sign subsequent required fiscal and programmatic reports, and to perform any and all administrative and other responsibilities in relationship to said Agreement.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 2007, by the following vote of said Board

Attest:
Cindy Keck
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____

Attest: CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____

AUDITOR / CONTROLLER'S USE	
TRANSFER #	27161
DATE	
CODE BY	

EL DORADO COUNTY APPROPRIATION TRANSFER (29130 GOV. CODE)

BUDGET TRANSFER REQUEST #1

Human Services -Community Services Div

DEPARTMENT OR AGENCY NAME

TO BE COMPLETED BY THE DEPARTMENT	
DOCUMENT TOTAL	129,996.00
NUMBER OF LINES	11
TRANSACTION CODE TOTAL*	76

2/26/2007
DATE

John Peterson 7275
DEPARTMENT AUTHORIZATION SIGNATURE AND PHONE NUMBER

PAGE 1 OF 1

COMPLETE THE INFORMATION BELOW WITH JUSTIFICATION NARRATIVE OR ATTACH A MEMO.
REMOVE THE GOLD COPY AND SUBMIT COMPLETE REQUEST TO THE AUDITOR / CONTROLLER'S OFFICE.
A BUDGET TRANSFER MUST BE AT LEAST TWO LINES, NOT EXCEED TWENTY-SIX LINES AND USE AN "ODD AND EVEN" NUMBERED TRANSACTION CODE*

* 002 = INCREASE ESTIMATED REVENUE
* 003 = DECREASE ESTIMATED REVENUE

* 011 = INCREASE IN APPROPRIATION / BOS APPROVED
* 012 = DECREASE IN APPROPRIATION / BOS APPROVED

x	TRANS CODE NO.*	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	AMOUNT	DESCRIPTION (50 CHARACTERS MAX.)
1	002	531301	1109		9,870.00	FY 06/07 Bud Rev - CDA Rev 1
2	002	531301	1110		691.00	FY 06/07 Bud Rev - CDA Rev 1
3	002	531301	1111		44,495.00	FY 06/07 Bud Rev - CDA Rev 1
4	002	531301	1116		4,774.00	FY 06/07 Bud Rev - CDA Rev 1
5	002	531301	1120		5,168.00	FY 06/07 Bud Rev - CDA Rev 1
6	011	531301	4081		8,000.00	FY 06/07 Bud Rev - CDA Rev 1
7	011	531301	4086		9,000.00	FY 06/07 Bud Rev - CDA Rev 1
8	011	531301	4440		3,500.00	FY 06/07 Bud Rev - CDA Rev 1
9	011	531301	4461		30,000.00	FY 06/07 Bud Rev - CDA Rev 1
10	011	531301	4462		1,725.00	FY 06/07 Bud Rev - CDA Rev 1
11	011	531301	4620		12,773.00	FY 06/07 Bud Rev - CDA Rev 1
12						
13						

REVIEWED FOR FORMAT BY

Joe Harn 3-1-2007
JOE HARN, C.P.A. AUDITOR / CONTROLLER DATE

APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

Laura Schwartz 3-6-07
CHIEF ADMINISTRATIVE OFFICE - ANALYST DATE

SIGNATURE: CHAIRMAN, BOARD OF SUPERVISORS DATE

Laura A Hill 3/7/07
CHIEF ADMINISTRATIVE OFFICE DATE

ATTEST: CLERK, BOARD OF SUPERVISORS

DATE 12-20-06

ATTORNEY ELK

Contract #: AP-0607-29

DEPT./INDEX NO. 531010

SHEET

Date Prepared: 12-20-06

Need Date: 12/30/06

PROCESSING DEPARTMENT:

Department: Human Services
 Dept. Contact: Jasara Bento
 Phone #: 7312
 Department Head Signature: *John Litwinovich*
John Litwinovich, Director

CONTRACTOR:

Name: California Department of Aging
 Address: 1300 National Drive
Sacramento, Ca 95834
 Phone: 916-419-7157

CONTRACTING DEPARTMENT: Human Services, Community Services Division

Service Requested: Additional OTO grant funds for provision of Senior Services
 Contract Term: 7/1/06 - 6/30/07 Contract Value: \$1,352,529
 Compliance with Human Resources requirements? Yes: x No:
 Compliance verified by: With Original Contract

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: ✓ Disapproved: Date: 12-15-06 By: *Cal/King*
 Approved: Disapproved: Date: By:

RECEIVED
HUMAN RESOURCES
DEC 21 PM 12:42

PLEASE CALL JASARA AT #7312 FOR PICKUP ONCE APPROVED BY RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: ✓ Disapproved: Date: 12/27/06 By: *S Costello*
 Approved: Disapproved: Date: By:

RECEIVED
HUMAN RESOURCES
06 DEC 27 PM 2:52

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments:
 Approved: Disapproved: Date: By:
 Approved: Disapproved: Date: By:

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

BOB VIRWING COPY

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ Pages

AGREEMENT NUMBER AP-0607-29	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
CONTRACTOR'S NAME
EL DORADO COUNTY, AREA AGENCY ON AGING
- The term of this Agreement is **July 1, 2006** through **June 30, 2007**
- The maximum amount of this Agreement after this amendment is: **\$ 1,352,529** One million, three hundred fifty two thousand, five hundred and twenty nine dollars
- 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 increases funds provided to the contractor by \$ 127,956. This increase offsets unspent funds previously awarded to this contractor and will be used to enhance services.

Exhibit B, page 6, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, page 6, Budget Display.

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

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.) EL DORADO COUNTY, AREA AGENCY ON AGING		
BY (Authorized Signature) <i>[Signature]</i>	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Helen K. Baumann, Chairman El Dorado County Board of Supervisors		
ADDRESS 937 SPRING STREET PLACERVILLE CA 95667		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Aging		
BY (Authorized Signature) <i>[Signature]</i>	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Rachel de la Cruz, Manager; Contracts and Business Services Section		<input checked="" type="checkbox"/> Exempt per: Mello Grunland Older Californians Act
ADDRESS 1300 National Drive, Sacramento, CA 95834		

AREA PLAN
Exhibit B Amendment 1 - Budget Display
Fiscal Year 2006/07
El Dorado County, Area Agency on Aging

	Baseline	Cumulative Transfers	OTO	Total	Net Change
Supportive Services					
Federal Title IIIB	163,684	-	47,419	211,103	47,419
General Fund B	7,316	-	-	7,316	-
Total Supportive Services	171,000	-	47,419	218,419	47,419
Ombudsman					
Federal Title IIIB	8,480	-	-	8,480	-
General Fund B	33,626	-	-	33,626	-
Federal Title VIIa	6,431	-	3,734	10,165	3,734
General Fund VIIa	962	-	-	962	-
Special Deposit	3,627	-	-	3,627	-
Total Ombudsman	53,126	-	3,734	56,860	3,734
Congregate Nutrition					
Federal Title IIIC1	177,395	-	50,455	227,850	50,455
General Fund C1	25,339	-	-	25,339	-
NSIP C1	50,849	-	1,370	52,219	1,902
Total Congregate Nutrition	253,583	-	51,825	305,408	52,357
Home-Delivered Meals					
Federal Title IIIC2	96,096	-	691	96,787	691
General Fund C2	33,207	-	-	33,207	-
NSIP C2	45,245	-	1,342	46,587	2,872
Total Home Delivered Meals	174,548	-	2,033	176,581	3,563
Disease Prevention					
Federal Title IIID	8,456	-	76	8,532	76
Federal Title IIID - Med Mgmt	3,067	-	-	3,067	-
General Fund D	516	-	-	516	-
Total Disease Prevention	12,039	-	76	12,115	76
Family Caregiver					
Federal Title IIIE	79,560	-	20,807	100,367	20,807
Total Title IIIE	79,560	-	20,807	100,367	20,807
Elder Abuse					
Federal Title VIIb	3,054	-	-	3,054	-
General Fund VIIb	137	-	-	137	-
Total Elder Abuse	3,191	-	-	3,191	-

AREA PLAN
Exhibit B Amendment 1 - Budget Display
Fiscal Year 2006/07
El Dorado County, Area Agency on Aging

	Baseline	Cumulative Transfers	OTO	Total	Net Change
Community Based Services					
ADCRC	111,605	-	-	111,605	-
Brown Bag	-	-	-	-	-
Linkages	260,355	-	-	260,355	-
Senior Companion	-	-	-	-	-
Respite	9,597	-	-	9,597	-
Total CBSP	381,557	-	-	381,557	-
Administration					
Federal Title IIIB	33,408	-	-	33,408	-
Federal Title IIIC1	32,374	-	-	32,374	-
Federal Title IIIC2	17,537	-	-	17,537	-
Federal Title IIIE	14,465	-	-	14,465	-
General Fund C1	195	-	-	195	-
General Fund C2	52	-	-	52	-
General Fund CBSP	-	-	-	-	-
Total Administration	98,031	-	-	98,031	-
Grand Total - All Funds	1,226,635	-	125,894	1,352,529	127,956
Funding Summary					
Federal Funds	740,101	-	125,894	865,995	127,956
General Fund	482,907	-	-	482,907	-
Special Deposit	3,627	-	-	3,627	-
	1,226,635	-	125,894	1,352,529	127,956
Comments:					
The maximum amount of Title III/VII Baseline expenditures allowable for the first quarter is:				161,002	
The maximum amount of Title IIIE expenditures allowable for supplemental services is:				25,073	
The maximum amount of Title IIIE expenditures allowable for Grandparents is:				12,537	
The maximum amount of CBSP expenditures allowable for administration is:				38,156	
The minimum General Fund to be expended for State Match in Title III is:				26,214	
Baseline adjustment for NSIP C1 is:				532	
Baseline adjustment for NSIP C2 is:				1,530	