



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Health System



**DATE:** February 7, 2012  
**BOARD MEETING DATE:** March 27, 2012  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** 4/5<sup>th</sup> Vote

**TO:** Honorable Board of Supervisors

**FROM:** Jean S. Fraser, Chief, Health System  
Lisa Mancini, Director, Aging and Adult Services

**SUBJECT:** Amendment One to the Agreement with the California Department of Aging for Title III/VII of the Older American's Act of 1965 for FY 2011-12

**RECOMMENDATION:**

- A) Adopt a Resolution authorizing the President of the Board to execute Amendment One to Agreement AP-1112-08 with the California Department of Aging increasing the total by \$73,338 to \$2,884,507 for the term July 1, 2011 through June 30, 2012; and
- B) Approve an Appropriation Transfer Request in the amount of \$73,338 from Unanticipated Revenue to Provider Services Programs.

**BACKGROUND:**

Your Board has designated itself as the Area Agency on Aging (AAA) of San Mateo County to carry out State-funded programs pursuant to the Older Americans Act of 1965. On April 28, 2009, your Board approved the AAA 2009 –12 Area Plan for Services for Older Adults and Adults with Disabilities (Area Plan). This plan, together with the annual budget, fulfills the California Department of Aging's (CDA) requirements and generates a contract from CDA for funding.

On June 21, 2011, your Board authorized Resolution 71470 approving Agreement AP-1112-08 with CDA for funding of the Title III/VII and Nutrition Services Incentive Program (NSIP) programs for FY 2011-12 in the amount of \$2,811,169. This Resolution also authorized the Chief of the Health System or designee to execute limited contract amendments.

Title III/VII and NSIP funding supports a variety of programs including Adult Day Care, Adult Day Health Care, Case Management, Congregate Nutrition, Elder Abuse Prevention, Education and Training, Family Caregiver Support, Health Promotion, Home-Delivered Meals, Information Assistance, Medication Management, Nutrition

Counseling, Nutrition Education, Ombudsman Program, Peer Counseling, Transportation and Senior Employment services. The services provided through these programs have served an average of 13,215 clients annually for the past three years. These services are also designed to carry out many of the goals and objectives identified in the Area Plan and help at-risk individuals remain in the most independent setting possible.

**DISCUSSION:**

Amendment One increases baseline Title III/VII funding and provides for additional one-time-only federal funding from the past year's grants reconciliation specific to the Ombudsman, Congregate Nutrition, Home-Delivered Meals, Elder Abuse Prevention, Family Caregiver Support and Health Promotion services. It also increases funding for general supportive services funded by Title IIIB and decreases NSIP funding for the Congregate Nutrition and Home-Delivered Meals programs. Amendments to the community-based provider agreements with the corresponding funding changes will be brought to your Board or designee for review and approval.

County Counsel has reviewed and approved the Resolution and Amendment as to form.

The increase in federal funding from this Amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by providing services to at-risk individuals that help them remain in the most independent setting possible. It is anticipated that 95% of at-risk individuals will be maintained in a least restrictive setting through case management.

**Performance Measures:**

Measure	FY 2010-11 Actual	FY 2011-12 Projected
Number of people served through Area Agency on Aging funds	13,802	13,800
Percent of at-risk individuals maintained in a least restrictive setting through case management	99%*	95%

\* The FY 2010-11 performance exceeded the division's expectations in this measure

**FISCAL IMPACT:**

The term of the Agreement remains July 1, 2011 through June 30, 2012. This Agreement is increased by \$75,967 in Title III/VII and one-time-only funds and decreased by \$2,629 in NSIP funds. The maximum obligation for this Agreement is increased by the total net aggregate amount of \$73,338 from \$2,811,169 to \$2,884,507. There is no impact on the Net County Cost as a result of this action.

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**RESOLUTION AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE  
AMENDMENT ONE TO AGREEMENT AP-1112-08 WITH THE CALIFORNIA  
DEPARTMENT OF AGING INCREASING THE TOTAL AMOUNT BY \$73,338 TO  
\$2,884,507 FOR THE TERM JULY 1, 2011 THROUGH JUNE 30, 2012**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, this Board has designated itself as the Area Agency on Aging of San Mateo County to carry out programs pursuant to the Older Americans Act; and

**WHEREAS**, on June 21, 2011, this Board approved Resolution 71470 authorizing Agreement AP-1112-08 with the California Department of Aging (CDA) for Title III/VII of the Older American's Act of 1965 funding for FY 2011-12 in the amount of \$2,811,169 for the provision of Adult Day Care, Adult Day Health Care, Case Management, Congregate Nutrition, Elder Abuse Prevention, Family Caregiver Support, Health Promotion, Home-Delivered Meals, Information Assistance, Legal Assistance, Medication Management, Nutrition Counseling, Nutrition Education, Ombudsman Program, Peer Counseling, Transportation Program and Senior Employment services; and

**WHEREAS**, this Amendment increases baseline funding and adds one-time-only federal funding from the past year's grants reconciliation specific to the Ombudsman, Congregate Nutrition, Elder Abuse Prevention, Family Caregiver Support,

Home-Delivered Meals, Health Promotion and programs supported by Title IIIB in aggregate amount of \$75,967; and

**WHEREAS**, this Amendment decreases federal Nutrition Services Incentive Program (NSIP) funding for the Congregate Nutrition and Home-Delivered Meals programs in the amount of \$2,629; and

**WHEREAS**, both parties now wish to amend the Agreement increasing federal one-time-only funding in the amount of \$75,967 and decreasing NSIP funding in the amount of \$2,629 for a net increase to the Agreement of \$73,338 for the purpose of enhancing services or maintaining service levels in the aforementioned programs with no change to the term; and

**WHEREAS**, there has been presented to this Board for its consideration and acceptance an Amendment, reference to which is hereby made for further particulars, and this Board of Supervisors has examined and approved the same as to form and content and desires to enter into the same.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be and is hereby authorized and directed to execute said Amendment to Agreement AP-1112-08 with CDA for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

\* \* \* \* \*

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 6/03)

☐ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 2 Pages

AGREEMENT NUMBER

**AP-1112-08**

REGISTRATION NUMBER

AMENDMENT NUMBER

**1**

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 SAN MATEO, Aging and Adult Services**

2. The term of this

Agreement is **July 1, 2011** through **June 30, 2012**

3. The maximum amount of this
- \$ 2,884,507.00**

Agreement after this amendment is: Two million, eighty hundred eighty-four thousand, five hundred seven 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.

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 SAN MATEO, Aging and Adult Services**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**Adrienne J. Tissier, President, Board of Supervisors**

ADDRESS

**225 37TH AVE SAN MATEO CA 94403****STATE OF CALIFORNIA**

AGENCY NAME

**California Department of Aging**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**Rachel de la Cruz, 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

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

**Area Plan Budget Display  
Fiscal Year 2011/12**

**County of San Mateo**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>							
Federal Title IIIB	586,313	107,209	693,522	107,209	3,638	697,160	110,847
General Fund B	-	-	-	-	-	-	-
Total Supportive Services	586,313	107,209	693,522	107,209	3,638	697,160	110,847
<b>Ombudsman</b>							
Federal Title IIIB	35,130	-	35,130	-	1,550	36,680	1,550
General Fund B	-	-	-	-	-	-	-
Federal Title VIIa	45,284	-	45,284	-	348	45,632	348
General Fund VIIa	-	-	-	-	-	-	-
Special Deposit (SDF)	18,292	-	18,292	-	-	18,292	-
SNF Quality & Accountability	55,218	-	55,218	-	-	55,218	-
Total Ombudsman	153,924	-	153,924	-	1,898	155,822	1,898
<b>Congregate Nutrition</b>							
Federal Title IIIC1	769,089	(438,476)	330,613	(438,476)	22,391	353,004	(416,085)
General Fund C1	67,414	-	67,414	-	-	67,414	-
NSIP C1	104,795	-	104,795	-	(1,357)	103,438	(1,357)
Total Congregate Nutrition	941,298	(438,476)	502,822	(438,476)	21,034	523,856	(417,442)
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	381,318	331,267	712,585	331,267	32,414	744,999	363,681
General Fund C2	65,378	-	65,378	-	-	65,378	-
NSIP C2	98,193	-	98,193	-	(1,272)	96,921	(1,272)
Total Home Delivered Meals	544,889	331,267	876,156	331,267	31,142	907,298	362,409
<b>Disease Prevention</b>							
Federal Title IIID	31,343	-	31,343	-	1,906	33,249	1,906
Federal Title IIID - Med Mgmt	11,103	-	11,103	-	-	11,103	-
General Fund D	-	-	-	-	-	-	-
Total Disease Prevention	42,446	-	42,446	-	1,906	44,352	1,906
<b>Family Caregiver</b>							
Federal Title IIIE	271,120	-	271,120	-	13,113	284,233	13,113
Total Title IIIE	271,120	-	271,120	-	13,113	284,233	13,113
<b>Elder Abuse</b>							
Federal Title VIIb	10,237	-	10,237	-	607	10,844	607
General Fund VIIb	-	-	-	-	-	-	-
Total Elder Abuse	10,237	-	10,237	-	607	10,844	607
<b>Administration</b>							
Federal Title IIIB	82,081	-	82,081	-	-	82,081	-
Federal Title IIIC1	96,499	-	96,499	-	-	96,499	-
Federal Title IIIC2	47,844	-	47,844	-	-	47,844	-
Federal Title IIIE	33,938	-	33,938	-	-	33,938	-
General Fund C1	458	-	458	-	-	458	-
General Fund C2	122	-	122	-	-	122	-
Total Administration	260,942	-	260,942	-	-	260,942	-
<b>Grand Total - All Funds</b>	<b>2,811,169</b>	<b>-</b>	<b>2,811,169</b>	<b>-</b>	<b>73,338</b>	<b>2,884,507</b>	<b>73,338</b>

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

**Area Plan Budget Display  
Fiscal Year 2011/12**

**County of San Mateo**

	Baseline	Cumulative Baseline Adjustments	Updated Baseline	Cumulative Transfers	Cumulative OTO	Updated Total	Net Change
<b>Funding Summary</b>							
Federal Funds	2,604,287	-	2,604,287	-	73,338	2,677,625	73,338
General Fund	133,372	-	133,372	-	-	133,372	-
SNF Quality & Accountability	55,218	-	55,218	-	-	55,218	-
Special Deposit	18,292	-	18,292	-	-	18,292	-
	2,811,169	-	2,811,169	-	73,338	2,884,507	73,338

**Comments:**

The maximum amount of Title III/VII Baseline expenditures allowable for the first quarter is:	600,325
The maximum amount of Title III-E expenditures allowable for supplemental services is:	81,349
The maximum amount of Title III-E expenditures allowable for Grandparents is:	40,674
The minimum General Fund to be expended for State Match in Title III is:	104,004

CFDA NUMBER	Title	Year	Award Number	Award Name
93.041	Title VII: Elder Abuse Prevention	2011	11AACAT7SP	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	Title VII: Ombudsman	2011	11AACAT7SP	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.043	IIID: Preventive Health	2011	11AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	IIIB: Supportive Services	2011	11AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	IIIC1: Congregate Meals	2011	11AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	IIIC2: Home-Delivered Meals	2011	11AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	IIIE: NFCSP	2011	11AACAT3SP	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	Nutrition Services Incentive Program	2011	11AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program
		2012	12AACAT3SP	

COUNTY OF SAN MATEO

REQUEST NO.

APPROPRIATION TRANSFER REQUEST

DEPARTMENT

Health System - Aging and Adult Services

DATE

02-08-2012

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

C O D E S		AMOUNT	DESCRIPTION	
FUND OR ORG.	ACCOUNT			
From	57073	1952	6,143 00	Federal Aid - Aging
	57074	1952	1,906 00	Federal Aid - Aging
	57076	1952	13,113 00	Federal Aid - Aging
	57077	1952	21,034 00	Federal Aid - Aging
	57079	1952	31,142 00	Federal Aid - Aging
To	57073	6169	6,143 00	PSP - Aging & Adult
	57074	6169	1,906 00	PSP - Aging & Adult
	57076	6169	13,113 00	PSP - Aging & Adult
	57077	6169	21,034 00	PSP - Aging & Adult
	57079	6169	31,142 00	PSP - Aging & Adult

Justification. (Attach Memo if Necessary)

To recognize additional funds from California Department of Aging for the Title III/VI programs per Amendment No. 1, Agreement No. AP-1112-08. There is no additional net county cost as a result of this ATR.

DEPARTMENT HEAD

BY:

DATE

2. ☐ Board Action Required

☐ Four-Fifths Vote Required

☐ Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY:

DATE

3. ☐ Approve as Requested

☐ Approve as Revised

☐ Disapprove

Remarks:

COUNTY MANAGER

BY:

DATE

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Ayes and in favor of said resolution:

Supervisors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes and against said resolution:

Supervisors: \_\_\_\_\_

\_\_\_\_\_

Absent

Supervisors: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of Said Board

CHAIRMAN, BOARD OF SUPERVISORS

COUNTY OF SAN MATEO

DISTRIBUTION:

WHITE — BOARD OF SUPERVISORS

GREEN — CONTROLLER

CANARY — COUNTY MANAGER

PINK — DEPARTMENT

GOLDENROD — TREASURER